

GREATER MANCHESTER INTEGRATED TRANSPORT AUTHORITY

Freedom of Information Act 2000

Publication Scheme

Our full title and address for requesting any documents is:

Greater Manchester Integrated Transport Authority

PO Box 532

Town Hall

Manchester

M60 2LA

The senior officer responsible for maintenance of this scheme is:

Terry Bowers

Tel: 0161 234 3302

E-mail: t.bowers@manchester.gov.uk

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities should be clear and proactive about the information they will make public. To do this they must produce a publication scheme, setting out:

- the classes of information which they publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or on payment.

The Greater Manchester Integrated Transport Authority's (GMITA) publication scheme consists of information already published and held by the GMITA or information which is to be published in the future. That means that all information in our publication scheme is either available for you on our website to download and print off or available in traditional document form. Information within the publication scheme will be available either free or at a charge - we explain which is free or which will be provided at a charge later in this scheme.

Some information which we hold may not be made public, for example information about national security or court records.

2. Classes of information published by the GMITA

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into 'classes' of information.

The 'classes' of information currently published are contained in section 4 of this Scheme. Details of how the information is or will be published and any fees charged for information contained in the publication scheme are set out in the same section.

The classes in the scheme are grouped together for ease of reference, under three main headings. Under each heading there is a list of the information which we publish which relates to that subject.

3. What we do: Functions of the Greater Manchester Integrated Transport Authority (GMITA)

The predecessor to the GMITA, the Greater Manchester Passenger Transport Authority, was established in 1985 following local government reorganisation. The PTA, which is a joint authority made up of 33 Councillors nominated by the 10 District Councils of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan, determines public transport policy and oversees finances, strategies and operations.

The GMITA is responsible for the co-ordination of Greater Manchester's public transport services and is the body to which the Greater Manchester Passenger Transport Executive (GMPTE) is accountable. The GMPTE provides the 'hands on' operational management of regional public transport whilst the GMITA determines the policies, budget and finances.

The GMITA has certain statutory duties to perform that are set out in legislation. Probably their most important function is to co-ordinate and promote the use of public transport in Greater Manchester. This entails the following aspects:

- **Community Engagement** - to consult the public about the provision of transport in the area and then use this information to inform decision-making.
- **Planning and Performance Management** - setting clear priorities and targets for the GMPTE in relation to the key aims of the GMITA and then monitoring performance against these.
- **Resource Use and Allocation** - allocating resources to the GMPTE having regard to economy, efficiency and effectiveness.
- **Integrity and Ethical Standards** - reviewing its own and the GMPTE's practices and procedures to ensure that they comply with all necessary legislation and Government requirements.
- **Appointment of Chief Officers** - holding responsibility for appointing the Chief Executive of GMPTE.
- **Best Value** - fulfilling a statutory duty for the GMITA to seek to continually improve the services that they provide through challenge, comparison, consultation and competition.

In seeking to meet the public transport needs of the people who live and work in the region, the GMITA obtains funds through a Transport Levy on the District Councils, Government Grants and income generation, including contributions from bus operators.

4. Classes of Information Currently Published

A. POLICIES & STRATEGIES - documents setting out the plans, targets and approaches that the GMITA have adopted to deliver their objectives.

B. OPERATIONS & SERVICES - operational/working documents through which the GMITA deliver their objectives and provide its services.

C. CORPORATE INFORMATION - documents relating to internal management mechanisms.

Some information might be confidential, exempt or part exempt from publication by law - we cannot therefore publish this. It may also be necessary to make a charge for the provision of some information - see Section 5 below.

Class	Document/Publication	Production		
		Paper	Electronic	Website
A. POLICIES & STRATEGIES	Greater Manchester Local Transport Plan (GMLTP) 2	X		X
	GMLTP 2 Progress Report	X		X
	GMLTP 2 Bus Strategy	X	X	
	Disability Equality Scheme	X	X	X
	Business and Performance Plan 2007/08	X	X	X
	Annual Report	X	X	X
	GMPTA Policy Plan 1997-2004	X		

		Paper	Electronic	Website
	Integrated Transport Strategy April 2005	X		
	Ticketing Scheme	X	X	X
B. OPERATIONS & SERVICES				
	GMITA Agendas (for meetings of the Authority and its committees)	X	X	X
	GMITA Reports * (for meetings of the GMITA and its committees)	X	X	X
	GMITA Minutes (from meetings of the GMITA and its committees)	X	X	X
	GMITA Handbook (includes details of committees, in addition to their membership and functions)	X	X	X
C. CORPORATE INFORMATION				
	Responsibility of Functions (the terms of reference for the GMITA and its committees, and the scheme of delegation) #	X	X	X
	Rules of Procedure (administrative procedures governing the operation of the GMITA and its committees) #	X	X	X

		Paper	Electronic	Website
	Members Code of Conduct (including general obligations: personal, prejudicial and registration of interests adopted by Members of the GMITA) #	X	X	X
	Employees Code of Conduct (standards of conduct which apply to GMITA staff) #	X	X	X
	Members Allowances (the current rates of allowance payable to Members of the GMITA) #	X	X	X
	Member/Officer Relations Protocol #	X	X	X
	Register of Interests (the register of Members interests in accordance with Part III of the Members Code of Conduct)	X		
	Register of Gifts & Hospitality (Members' registration of gifts and hospitality in accordance with Part III of the Members Code of Conduct)	X		
	Complaints/Compliments Procedure (how to complain or compliment the GMITA)	X	X	
	Comments Service (the GMITA's public transport comments service)	X	X	X

		Paper	Electronic	Website
	Members' allowances paid	X		
	Annual Report and Accounts	X		
	Annual Audit Letter	X	X	X
	Council Tax Leaflet 2009/10	X	X	X
	Council Tax Leaflet 2010/11	X	X	X

Forms part of the GMITA Constitution.

The Greater Manchester Integrated Transport Authority maintains a website at (www.gmita.gov.uk) and has an ongoing commitment to make as much information available on our website as possible.

5. Making an application for Information not covered by the Scheme

The GMITA includes as much current information in the publication scheme as possible. Current information means the most up to date version available for publication and not earlier or historical versions of the same information.

If you cannot find what you are looking for in the scheme, you can make a request for information. However, where any of the requested information within an exempt category either under the Freedom of Information Act 2000 or other relevant legislation, the GMITA reserves the discretion to withhold exempt material from publication.

Where possible, information will be supplied free of charge. Where it is necessary to apply a charge, details of the charges will be advised on request and a fees notice will be forwarded to you in advance. Information provided for a fee will attract the following charges:

- Photocopying charges of 10p per page plus an administration fee of £3.00 plus postage.
- The fees of external printers where the GMITA does not have the equipment to copy large items.

If the information can and is supplied electronically, no charges will be levied. No charges will be made where a request for information is refused or a claim is lodged against a refusal to supply information.

As well as being able to access information which is publicly available under the Publication Scheme, we will answer queries under the existing Code of Practice on Access to Government Information. This allows you to write and ask us to supply you with specific information.

We will help you as much as possible but we are not required to look for the information you request unless we have:

- a clear and understandable request with enough detail to locate the information; and
- your name and address so we can respond to your request.

It would also be helpful if you could give an indication about the form in which you require the information. This will ensure that your application is dealt with as quickly as possible. You should give as much detail as you can in order to assist us in locating the information that you require. Some documents may include exempt information so you will only get the information which is not exempt. You only have a right to information and not necessarily to documents. Some documents may include exempt information so you will only get the information from them which is not exempt.

Any fee charged will be calculated by looking at the costs directly and reasonably incurred locating the information you have asked for and giving it to you. You will then be sent a 'fees notice' which you will have to pay within three months of your request - you will not receive information until you have paid the costs in the fees notice.

If the estimated cost of providing the information would be above the appropriate limit set by the government then we will not be under a duty to provide the information. However, the GMITA will inform you if the limit will be exceeded and we will try to let you know what can be provided within the limit. Despite not being obliged to provide information which exceeds the limit the GMITA will still be under a duty to advise and assist.

In order to protect the GMITA there will be rules which govern multiple applications for information which are clearly trying to avoid the financial limits set by the government. However, we will try to help you as much as possible to get the information you want.

For information concerning the publication scheme or if you want to make a request for other information, please contact:

The Information Officer
GMITA
PO Box 532
Manchester Town Hall
M60 2LA

Tel: 0161 234 3302
Email: t.bowers@manchester.gov.uk

6. Complaints and Feedback

If you want to make any comments about this publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to the GMITA's Information Officer at:

GMITA, PO Box 532, Town Hall, Manchester M60 2LA

If you are not satisfied with the assistance that you get from the GMITA or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the office of the Information Commissioner. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

http: www.ico.gov.uk

This document can be made available in Urdu, Punjabi, Gujarati, Hindi, Somali, Vietnamese, Arabic, in large print, on audio cassette or in Braille, upon request.