

Freedom of Information Act 2000 Sectional Summary

This summary is intended to provide a working version of the Act as it relates to the University of Sheffield. Relevant sections are annotated in plain English for ease of understanding, taking into account the Explanatory Notes issued at the same time as the Act and other guidance; those sections of limited relevance are summarised and annotated where helpful; and those sections which are not relevant are listed but not reproduced or annotated. Please note that responsibility for both the FOIA and the DPA was transferred from the Home Office to the Lord Chancellor's Department on 8 June 2001. Any references to "the Secretary of State", therefore, should now be read as "the Lord Chancellor".

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Notes and abbreviations:

DPA = Data Protection Act 1998.

FOIA = Freedom of Information Act 2000.

N/A = not applicable or relevant to the University of Sheffield.

Whenever the term "public authority" or "authority" is used, this is to be understood as "the University of Sheffield" (unless otherwise indicated in the notes).

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PART I: ACCESS TO INFORMATION HELD BY PUBLIC AUTHORITIES
<i>Right to information</i>
S1. General right of access to information held by public authorities.

<p><i>SS(1). Any person making a request for information to a public authority is entitled -</i></p> <p><i>(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and</i></p> <p><i>(b) if that is the case, to have that information communicated to him.</i></p>	<p>As a general rule, all enquirers are entitled to be informed in writing whether or not the authority holds the information requested. If it does, that information must be supplied.</p>
<p><i>SS(2). Subsection (1) has effect subject to the following provisions of this section and to the provisions of sections 2, 9, 12 and 14.</i></p>	<p>This general rule is subject to the following provisos:</p> <ol style="list-style-type: none"> 1. where further information is requested from the enquirer (SS3); 2. any circumstances covered by the effect of exemptions in Part II (S2); 3. circumstances relating to the payment of fees (S9); 4. exemptions where the cost of compliance exceeds the appropriate limit (S12); 5. in the case of vexatious or repeated requests (S14).
<p><i>SS(3). Where a public authority -</i></p> <p><i>(a) reasonably requires further information in order to identify and locate the information requested, and</i></p> <p><i>(b) has informed the applicant of that requirement,</i></p> <p><i>the authority is not obliged to comply with subsection (1) unless it is supplied with that further information.</i></p>	<p>Where further information has been requested of the enquirer to enable the identification and location of the information, there is no obligation to comply if that further information is not supplied.</p>
<p><i>SS(4). The information -</i></p> <p><i>(a) in respect of which the applicant is to be informed under subsection (1)(a), or</i></p> <p><i>(b) which is to be communicated under subsection (1)(b),</i></p> <p><i>is the information in question held at the time when the request is received, except that account may be taken of any amendment or deletion made between that time and the time when the information is to be communicated under subsection (1)(b), being an amendment or deletion that would have been made regardless of the receipt of the request.</i></p>	<p>The information to be supplied is that held at the time the request is received, except that routine amendments made between the time of receipt and the time of communication to the enquirer are allowed. Any other amendments, <i>etc.</i>, made as a result of the enquiry are illegal (S77).</p>

<p><i>SS(5). A public authority is to be taken to have complied with subsection (1)(a) in relation to any information if it has communicated the information to the applicant in accordance with subsection (1)(b).</i></p>	<p>Where an authority has supplied information to an enquirer it is deemed to have complied with the obligation to state whether or not it holds the information.</p>
<p><i>SS(6). In this Act, the duty of a public authority to comply with subsection (1)(a) is referred to as "the duty to confirm or deny".</i></p>	<p>Defines "the duty to confirm or deny" as the obligation to inform the enquirer whether or not the information is held by the authority.</p>
<p>S2. Effect of the exemptions in Part II.</p>	
<p><i>SS(1). Where any provision of Part II states that the duty to confirm or deny does not arise in relation to any information, the effect of the provision is that where either -</i> <i>(a) the provision confers absolute exemption, or</i> <i>(b) in all the circumstances of the case, the public interest in maintaining the exclusion of the duty to confirm or deny outweighs the public interest in disclosing whether the public authority holds the information,</i> <i>section 1(1)(a) does not apply.</i></p>	<p>Part II (Sections 21-44) deals with information which is "exempt information". Some provisions are class based; that is, where information falls into a particular type, exemption can automatically be claimed. Others refer to harmful consequences of disclosure. Where either of these applies, there is no duty to confirm or deny.</p>
<p><i>SS(2). In respect of any information which is exempt information by virtue of any provision of Part II, section 1(1)(b) does not apply if or to the extent that -</i> <i>(a) the information is exempt information by virtue of a provision conferring absolute exemption, or</i> <i>(b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</i></p>	<p>Similarly to SS(1) above, if the information itself is exempt (either by class or public interest), there is no duty to disclose the information.</p>

<p><i>SS(3). For the purposes of this section, the following provisions of Part II (and no others) are to be regarded as conferring absolute exemption -</i></p> <p><i>(a) section 21,</i> <i>(b) section 23,</i></p> <p><i>(c) section 32,</i></p> <p><i>(d) section 34,</i> <i>(e) section 36 so far as relating to information held by the House of Commons or the House of Lords,</i> <i>(f) in section 40 -</i> <i>(i) subsection (1), and</i></p> <p><i>(ii) subsection (2) so far as relating to cases where the first condition referred to in that subsection is satisfied by virtue of subsection (3)(a)(i) or (b) of that section,</i></p> <p><i>(g) section 41, and</i> <i>(h) section 44.</i></p>	<p>The following categories of information are absolutely exempt (see relevant section for further details):</p> <p>(a) S21: Information accessible to applicant by other means. (b) S23: Information supplied by, or relating to, bodies dealing with security matters. (c) S32: Court records, etc. [Largely N/A except for information relating to post mortems.] (d) S34: Parliamentary privilege. (e) S36: Prejudice to effective conduct of public affairs.</p> <p>(f) S40: Personal information (i) SS(1) constituting personal data of which the applicant is the data subject (covered by Data Protection Act 1998); (ii) SS(2) personal data not covered in (1) above, the disclosure of which would contravene the DPA 1998 or if the person to whom it relates would not have a right to know about it or right of access to it (under the DPA's exemptions); the DPA also prohibits processing where the individual who is the subject of the information has properly served notice that processing would cause unwarranted substantial damage or distress. (g) S41: Information provided in confidence. (h) S44: Prohibitions on disclosure.</p>
<p>S3. Public authorities.</p>	
<p><i>SS(1). In this Act "public authority" means</i></p> <p><i>(a) ...any body... which -</i> <i>(i) is listed in Schedule 1...</i> <i>(b) a publicly-owned company as defined by section 6.</i></p>	<p>Defines "public authority". Universities are listed in Schedule 1 and are therefore public authorities for the purpose of the Act. See S6 for further details.</p>

<p><i>SS(2). For the purposes of this Act, information is held by a public authority if -</i> <i>(a) it is held by the authority, otherwise than on behalf of another person, or</i> <i>(b) it is held by another person on behalf of the authority.</i></p>	<p>Information held by an authority does not apply to information held on behalf of another person or authority; but includes information held elsewhere on behalf of an authority.</p>
<p>S4. Amendment of Schedule 1.</p>	
<p><i>SS(1). The Secretary of State may by order amend Schedule 1...</i></p>	<p>N/A. Schedule 1 is the list of public authorities.</p>
<p>S5. Further power to designate public authorities.</p>	
<p><i>SS(1). The Secretary of State may by order designate as a public authority...any person...</i></p>	<p>N/A. Provides for designation of certain individuals as a "public authority".</p>
<p>S6. Publicly-owned companies.</p>	
<p><i>SS(1). A company is a "publicly-owned company" for the purposes of section 3(1)(b) if...</i> <i>(b) it is wholly owned by any public authority listed in Schedule 1 other than [N/A exceptions].</i></p>	<p>Defines "publicly owned company". Any such company is to be treated under the Act as if it were the public authority.</p>

<p><i>SS(2). For the purpose of this section -</i> <i>(a) [N/A]</i> <i>(b) a company is wholly owned by a public authority other than a government department if it has no members except -</i> <i>(i) that public authority or companies wholly owned by that public authority, or</i> <i>(ii) persons acting on behalf of that public authority or of companies wholly owned by that public authority.</i></p>	<p>Defines "wholly owned" as having no members except the public authority (or its wholly owned companies) or persons acting on behalf of the authority (or its wholly owned companies).</p>
<p><i>SS(3). In this section -</i> <i>"company" includes any body corporate...</i></p>	<p>Defines "company" to include bodies corporate.</p>
<p>S7. Public authorities to which Act has limited application. N/A.</p>	
<p>S8. Request for information.</p>	
<p><i>SS(1). In this Act any reference to a "request for information" is a reference to such a request which -</i> <i>(a) is in writing,</i> <i>(b) states the name of the applicant and an address for correspondence, and</i> <i>(c) describes the information requested.</i></p>	<p>Lays down how the request is to be made, in writing, with name and address of enquirer, and describing the information requested. Requests can be made by any individual or body, providing they identify themselves.</p>
<p><i>SS(2). For the purpose of subsection (1)(a), a request is to be treated as made in writing where the text of the request -</i> <i>(a) is transmitted by electronic means,</i> <i>(b) is received in legible form, and</i> <i>(c) is capable of being used for subsequent reference.</i></p>	<p>Requests can be made electronically, <i>eg</i> by email.</p>

S9. Fees.	
<i>SS(1). A public authority to whom a request for information is made may, within the period for complying with section 1(1), give the applicant a notice in writing (in this Act referred to as a "fees notice") stating that a fee of an amount specified in the notice is to be charged by the authority for complying with section 1(1).</i>	Where an authority is asked for information under S1(1) [<i>ie</i> whether it holds the information and, if so, to supply it], it may within 20 working days issue a "fees notice" informing the applicant what fee it intends to charge for supplying the information.
<i>SS(2). Where a fees notice has been given to the applicant, the public authority is not obliged to comply with section 1(1) unless the fee is paid within the period of three months beginning with the day on which the fees notice is given to the applicant.</i>	Where a "fees notice" is issued, the authority need not supply the information until the fee is paid, which must be done within three months of the date of issue of the notice. If the fee is not paid within three months, the request lapses.
[SS(3) and (4) provide for the Secretary of State to make regulations regarding fees which the authority is obliged to take into account when setting its fees.]	These regulations may provide that no fee is payable in certain cases, they may fix a maximum fee and may prescribe the manner of calculation.
S10. Time for compliance with request.	
<i>SS(1). Subject to subsections (2) and (3), a public authority must comply with section 1(1) promptly and in any event not later than the twentieth working day following the day of receipt.</i>	Twenty working days are allowed in which to reply, subject to suspension allowed for more information to be supplied, where more time is needed to consider whether or not to comply in the public interest or under a S17 exemption notice.
[SS(2) provides for the suspension of the twenty working days where a fees notice is issued.]	The suspension begins with the day on which the fees notice is issued and ends with the day on which the fee is received by the authority.

<p>[SS(3) provides that where the conditions of S2(1)(b) or 2(2)(b) [public interest cases] are satisfied, the authority need not comply until such time as is reasonable in the circumstances; however this does not affect the time by which any exemption notice under S17(1) [Refusal of request] must be given.]</p>	<p>For details, see S2 above.</p> <p>For details, see S17 below.</p>
<p>[SS (4) and (5) provide for the Secretary of State to vary these conditions by regulation and confer a discretion on the Commissioner. S(6) defines "date of receipt" and "working day".]</p>	<p>"The date of receipt" means when the authority receives the request, or, if further information has been sought under section 1(3), the date when that information is received. "Working day" means any day other than Saturday, Sunday, Christmas Day, Good Friday or any bank holiday.</p>
<p>S11. Means by which communication can be made.</p>	
<p><i>SS(1). Where, on making his request for information, the applicant expresses a preference for communication by any one or more of the following means, namely -</i></p> <p><i>(a) the provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant,</i></p> <p><i>(b) the provision to the applicant of a reasonable opportunity to inspect a record containing the information, and</i></p> <p><i>(c) the provision to the applicant of a digest or summary of the information in permanent form or in another form acceptable to the applicant,</i></p> <p><i>the public authority shall so far as reasonably practicable give effect to that preference.</i></p>	<p>Where an applicant expresses a preference for the information to be supplied in one of the following ways, the authority (so far as practicable) shall do so:</p> <p>(a) by provision of a hard copy of the information (or another form acceptable to the applicant);</p> <p>(b) by providing the opportunity for the applicant to inspect a record;</p> <p>(c) the provision of a summary of the information in permanent (or other) form.</p>
<p><i>SS(2). In determining for the purposes of this section whether it is reasonably practicable to communicate information by particular means, the public authority may have regard to all the circumstances, including the cost of doing so.</i></p>	<p>Cost to the authority may be taken into account when assessing whether a particular requested format is "reasonably practicable".</p>

<p><i>SS(3). Where the public authority determines that it is not reasonably practicable to comply with any preference expressed by the applicant in making his request, the authority shall notify the applicant of the reasons for its determination.</i></p>	<p>If the authority decides it cannot supply the information in the format preferred by the applicant, it is obliged to explain why not.</p>
<p><i>SS(4). Subject to subsection (1), a public authority may comply with a request by communicating information by any means which are reasonable in the circumstances.</i></p>	<p>Subject to an applicant's expressed preferences as allowed in SS1, the authority may supply information by any reasonable means.</p>
<p>S12. Exemption where cost of compliance exceeds appropriate limit.</p>	
<p><i>SS(1). Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.</i></p>	<p>The general rule in S1(1) that information must be supplied on request does not apply if the authority estimates that the cost of complying would exceed the appropriate limit (see SS3 for definition).</p>
<p><i>SS(2). Subsection (1) does not exempt the public authority from its obligation to comply with paragraph (a) of section 1(1) unless the estimated cost of complying with that paragraph alone would exceed the appropriate limit.</i></p>	<p>The duty to confirm or deny whether the information is held still applies, unless the cost of providing that information alone would exceed the appropriate limit.</p>
<p><i>SS(3). In subsection (1) and (2) "the appropriate limit" means such amount as may be prescribed, and different amounts may be prescribed in relation to different cases.</i></p>	<p>Defines "the appropriate limit". These thresholds are prescribed by the Secretary of State and may vary according to circumstances.</p>

<p><i>SS(4). The Secretary of State may by regulations provide that, in such circumstances as may be prescribed, where two or more requests for information are made to a public authority -</i> <i>(a) by one person, or</i> <i>(b) by different persons who appear to the public authority to be acting in concert or in pursuance of a campaign,</i> <i>the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with all of them.</i></p>	<p>The Secretary of State may make regulations to allow an authority to aggregate the costs of requests for information where two or more requests are made (a) by one person, or (b) by two or more persons acting (or appearing to act) together.</p>
<p><i>SS(5). The Secretary of State may by regulations make provision for the purposes of this section as to the costs to be estimated and as to the manner in which they are to be estimated.</i></p>	<p>Enables the Secretary of State to make regulations regarding the calculation of costs and the manner in which they are to be estimated.</p>
<p>S13. Fees for disclosure where cost of compliance exceeds appropriate limit.</p>	
<p><i>SS(1). A public authority may charge for the communication of any information whose communication -</i> <i>(a) is not required by section 1(1) because the cost of complying with the request for information exceeds the amount which is the appropriate limit for the purposes of section 12(1) and (2), and</i> <i>(b) is not otherwise required by law,</i> <i>such fee as may be determined by the public authority in accordance with regulations made by the Secretary of State.</i></p>	<p>Where the cost of compliance exceeds the appropriate limit, or the provision of information is not otherwise required by law, the authority may charge for providing information in accordance with regulations made by the Secretary of State.</p>
<p>[SS(2) provides that these regulations will determine a maximum fee to be charged and its manner of calculation.]</p>	<p>Provision for manner of calculation and fixing of maximum fee.</p>
<p>[SS(3) precludes SS(1) applying where existing legislation already provides for a fee to be charged for the disclosure of information.]</p>	<p>Existing statutory provisions as to fees not affected.</p>

S14. Vexatious or repeated requests.	
<i>SS(1). Section 1(1) does not oblige a public authority to comply with a request for information if the request is vexatious.</i>	An authority is not obliged to comply with vexatious requests.
<i>SS(2). Where a public authority has previously complied with a request for information which was made by any person, it is not obliged to comply with a subsequent identical or substantially similar request from that person unless a reasonable interval has elapsed between compliance with the previous request and the making of the current request.</i>	Repeated (or substantially similar) requests from the same person do not have to be answered unless there is a reasonable interval between them.
S15. Special provisions relating to public records transferred to Public Record Office, etc. N/A.	
S16. Duty to provide advice and assistance.	
<i>SS(1). It shall be the duty of a public authority to provide advice and assistance, so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information to it.</i>	An authority has a duty to provide advice and assistance to applicants (or prospective applicants) for information.
<i>SS(2). Any public authority which, in relation to the provision of advice or assistance in any case, conforms with the code of practice under section 45 is to be taken to comply with the duty imposed by subsection (1) in relation to that case.</i>	Compliance with the guidance issued under S45 [Authorities' Functions] will be regarded as fulfilling this duty.
<i>Refusal of request</i>	

<p>S17. Refusal of request.</p>	
<p><i>SS(1). A public authority which, in relation to any request for information, is to any extent relying on a claim that any provision of Part II relating to the duty to confirm or deny is relevant to the request or on a claim that information is exempt information must, within the time for complying with section 1(1), give the applicant a notice which -</i></p> <p><i>(a) states that fact,</i></p> <p><i>(b) specifies the exemption in question, and</i></p> <p><i>(c) states (if that would not otherwise be apparent) why the exemption applies.</i></p>	<p>If an authority intends</p> <p>(i) to rely on a Part II exemption (<i>ie</i> where the duty to confirm or deny does not apply), or</p> <p>(ii) to claim the information requested is exempt information, then it must, within 20 working days, give the applicant notice of the fact, specifying the exemption in question and stating why the exemption applies (if not otherwise apparent).</p>
<p><i>SS(2). Where -</i></p> <p><i>(a) in relation to any request for information, a public authority is, as respects any information, relying on a claim -</i></p> <p><i>(i) that any provision of Part II which relates to the duty to confirm or deny and is not specified in section 2(3) is relevant to the request, or</i></p> <p><i>(ii) that the information is exempt information only by virtue of a provision not specified in section 2(3), and</i></p> <p><i>(b) at the time when the notice under subsection (1) is given to the applicant, the public authority... has not yet reached a decision as to the application of subsection (1)(b) or (2)(b) of section 2,</i></p> <p><i>the notice under subsection (1) must indicate that no decision as to the application of that provision has yet been reached and must contain an estimate of the date by which the authority expects that such a decision will have been reached.</i></p>	<p>Where an authority has not yet reached a decision as to whether or not the public interest in maintaining the exclusion of the duty to confirm or deny (or maintaining the exemption) outweighs the public interest in disclosing that the authority holds the information (or disclosing the information), the notice issued under SS(1) must indicate this and must give an estimate of the date by which the authority expects such a decision to be made.</p>

<p><i>SS(3). A public authority which, in relation to any request for information, is to any extent relying on a claim that subsection (1)(b) or (2)(b) of section 2 applies must, either in the notice under subsection (1) or in a separate notice given within such time as is reasonable in the circumstances, state the reasons for claiming -</i></p> <p><i>(a) that, in all the circumstances of the case, the public interest in maintaining the exclusion of the duty to confirm or deny outweighs the public interest in disclosing whether the authority holds the information, or</i></p> <p><i>(b) that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</i></p>	<p>Where an authority has decided that the public interest in maintaining the exclusion of the duty to confirm or deny (or maintaining the exemption) outweighs the public interest in disclosing that the authority holds the information (or disclosing the information), it must inform the applicant of the reasons for its decision either in the notice given under SS(1) above or in a separate notice given within a reasonable time.</p>
<p><i>SS(4). A public authority is not obliged to make a statement under subsection (1)(c) or (3) if, or to the extent that, the statement would involve the disclosure of information which would itself be exempt information.</i></p>	<p>An authority is not obliged to make a statement under this section if it involves the disclosure of information which is itself exempt.</p>
<p><i>SS(5). A public authority which, in relation to any request for information, is relying on a claim that section 12 or 14 applies must, within the time for complying with section 1(1), give the applicant a notice stating that fact.</i></p>	<p>Where an authority is relying on a claim that the cost of complying would exceed the appropriate limit (S12) or the request is vexatious or repeated (S14), it must inform the applicant of the fact within 20 days.</p>
<p><i>SS(6). Subsection (5) does not apply where -</i></p> <p><i>(a) the public authority is relying on a claim that section 14 applies,</i></p> <p><i>(b) the authority has given the applicant a notice, in relation to a previous request for information, stating that it is relying on such a claim, and</i></p> <p><i>(c) it would in all the circumstances be unreasonable to expect the authority to serve a further notice under subsection (5) in relation to the current request.</i></p>	<p>If the request is vexatious or repeated and the authority has already previously given the applicant a notice stating it is relying on such a claim, the authority is not obliged to give reasons for its refusal on a subsequent occasion.</p>

<p><i>SS(7). A notice under subsection (1), (3) or (5) must -</i> <i>(a) contain particulars of any procedure provided by the public authority for dealing with complaints about the handling of requests for information or state that the authority does not provide such a procedure, and</i> <i>(b) contain particulars of the right conferred by section 50.</i></p>	<p>Where an authority has issued a notice under SS(1) (no duty to confirm or deny, or exempt information), SS(3) (public interest) or SS(5) (cost of complying, vexatious or repeated), the notice must give details of the authority's complaints procedure (or state it does not have one) and give particulars of the right under S50 to apply to the Commissioner for a ruling on whether the request has been dealt with in accordance with Part I of the Act.</p>
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The Information Commissioner and the Information Tribunal

S18. The Information Commissioner and the Information Tribunal.

<p>SS(1) - (7)</p>	<p>SS(1) renames the Data Protection Commissioner as the Information Commissioner, and SS(2) renames the Data Protection Tribunal as the Information Tribunal; they are referred to respectively in this Act as "the Commissioner" and "the Tribunal" (SS(3)). SS(4) provides for consequent amendments to DPA and other legislation in Schedule 2. SS(5) - (7) N/A.</p>
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Publication schemes

S19. Publication schemes.

<p><i>SS(1). It shall be the duty of every public authority -</i> <i>(a) to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Commissioner (in this Act referred to as a "publication scheme"),</i> <i>(b) to publish information in accordance with its publication scheme, and</i> <i>(c) from time to time review its publication scheme.</i></p>	<p>Every authority must adopt, maintain and regularly review a Commissioner-approved "publication scheme" relating to the publication of information by the authority.</p>
<p><i>SS(2). A publication scheme must -</i> <i>(a) specify classes of information which the public authority publishes or intends to publish,</i> <i>(b) specify the manner in which information of each class is, or is intended to be, published, and</i> <i>(c) specify whether the material is, or is intended to be, available to the public free of charge or on payment.</i></p>	<p>The publication scheme must specify the classes of information the authority publishes (or intends to publish), the manner in which it is to be published and whether the material is to be available free of charge or on payment.</p>
<p><i>SS(3). In adopting or reviewing a publication scheme, a public authority shall have regard to the public interest -</i> <i>(a) in allowing public access to information held by the authority, and</i> <i>(b) in the publication of reasons for decisions made by the authority.</i></p>	<p>When adopting a scheme, an authority must take into account the public interest in allowing access to information and in the publication of reasons for decisions taken.</p>
<p><i>SS(4). A public authority shall publish its publication scheme in such manner as it thinks fit.</i></p>	<p>An authority must publish its scheme, but is free to do so in whatever manner it thinks fit.</p>
<p><i>SS(5). The Commissioner may, when approving a scheme, provide that his approval is to expire at the end of a specific period.</i></p>	<p>The approval of the Commissioner for a scheme may be time-limited.</p>

<p><i>SS(6). Where the Commissioner has approved the publication scheme of any public authority, he may at any time give notice to the public authority revoking his approval of the scheme as from the end of the period of six months beginning with the day on which the notice is given.</i></p>	<p>The Commissioner may at any time give six months' notice of his intention to revoke approval of a scheme.</p>
<p><i>SS(7). Where the Commissioner - (a) refuses to approve a proposed publication scheme, or (b) revokes his approval of a publication scheme, He must give the public authority a statement of his reasons for doing so.</i></p>	<p>Where the Commissioner refuses to approve or revokes approval of a scheme, he must give reasons for doing so.</p>
<p>S20. Model publication schemes.</p>	
<p><i>SS(1). The Commissioner may from time to time approve, in relation to public authorities falling within particular classes, model publication schemes prepared by him or by other persons.</i></p>	<p>The Commissioner is permitted to approve model publication schemes relating to groups of authorities, whether prepared by himself or others.</p>
<p><i>SS(2). Where a public authority falling within the class to which an approved model scheme relates adopts such a scheme without modification, no further approval of the Commissioner is required so long as the model scheme remains approved; and where such an authority adopts such a scheme with modifications, the approval of the Commissioner is required only in relation to the modifications.</i></p>	<p>Where an approved model scheme is adopted by an authority without modification, no further approval by the Commissioner is required. If modifications are made, approval has to be sought only for the modifications.</p>
<p><i>SS(3). The Commissioner may, when approving a model publication scheme, provide that his approval is to expire at the end of a specified period.</i></p>	<p>The approval of a model scheme may be time-limited.</p>

<p><i>SS(4). Where the Commissioner has approved a model publication scheme, he may at any time publish, in such manner as he thinks fit, a notice revoking his approval of the scheme as from the end of the period of six months beginning with the day on which the notice is published.</i></p>	<p>The Commissioner may at any time give six months' notice of his intention to revoke approval of a model scheme.</p>
<p><i>SS(5). Where the Commissioner refuses to approve a proposed model publication scheme on the application of any person, he must give the person who applied for approval of the scheme a statement of the reasons for his refusal.</i></p>	<p>If the Commissioner refuses to approve a proposed model scheme, he must give his reasons for doing so to the proposer.</p>
<p><i>SS(6). Where the Commissioner refuses to approve any modifications under subsection (2), he must give the public authority a statement of the reasons for his refusal.</i></p>	<p>If the Commissioner refuses to approve modifications to an approved model scheme, he must give his reasons for doing so to the proposing authority.</p>
<p><i>SS(7). Where the Commissioner revokes his approval of a model publication scheme, he must include in the notice under subsection (4) a statement of his reasons for doing so.</i></p>	<p>If the Commissioner revokes approval of a model scheme, the notice given under SS(4) must include his reasons for doing so.</p>
<p>End of Part I</p>	