

ANIMAL HEALTH PUBLICATION SCHEME

What is the publication scheme?

We have published the scheme in line with section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (ie government and other public sector organisations).

The publication scheme is a guide to key information routinely published by or made available from Animal Health. It focuses on information relating to our key executive, advisory and promotional duties and also on the standards and guidance by which we make decisions. Much more information about Animal Health is available by contacting our Enquiry Service, via our website or our suite of publications.

The scheme is structured according to broad classes that reflect the range of our work. These are:

1. Who we are and what we do
2. What we spend and how we spend it
3. What are our priorities and how are we doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Within these classes the information subjects that form our publication scheme are defined. In time the subjects and the amount of information will be increased in line with current initiatives such as more on-line access and also in the light of public demand and comment.

How much do publications cost?

Each subject gives information about charges. Most information is free.

Feedback

It is important that the scheme meets users' needs. We welcome suggestions for additional classes of information that could be included. We also welcome suggestions as to how the information products and publications themselves might be improved. Any questions, comments or complaints about this scheme should be sent to the Animal Health Information Manager at access.2info@animalhealth.gsi.gov.uk.

Freedom of Information, Open Government and Individual Rights

Animal Health is committed to promoting and actively developing, a culture of openness, transparency and accountability embodied in the Access to Information legislation. This refers to the general right of access that the public have to the information held by Animal Health and other public authorities. For further details see our [Access to Information pages](#).

Information not covered by the scheme may still be available on request. Rights of access to environmental information exist under the [Environmental Information Regulations 2004](#) or [Environmental Information regulations \(Scotland\) 2002](#)

Requests for other types of information are dealt with under the [Freedom of Information Act 2000](#) or [Freedom of Information \(Scotland\) Act 2002](#).

Copyright

All our information, in whatever format or medium is subject to copyright protection under the Copyright Designs and Patents Act 1988. You may re-use this information (not including logos) free of charge in any format or medium, for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. You must re-use it accurately and not in a misleading context. The material must be acknowledged as Natural England copyright and you must give the title of the source information/publication. However, if you wish to re-use all or part of this information for commercial purposes, including publishing you will need to apply for a licence. See <http://www.opsi.gov.uk/click-use/index.htm> for details.

Classes

We have 7 classes of information in our Publication scheme:

1. Who we are and what we do

Organisational information such as: Management information, roles & responsibilities, job specifications & descriptions, Organisations Animal Health is responsible for, works in partnership with and those we sponsor, and information relating to the legislation relevant to functions. Contact information is also included.

2. What we spend & how we spend it

Financial information relating to projected & actual income & expenditure such as: Financial statements, budgets & variances, Quarterly spending reviews, financial audit reports, Staff allowances & expenses, procurement procedures, lists of contracts awarded, financial statements for projects & events are included here.

3. What are our priorities and how we are doing

Strategy & performance information such as: Corporate plans, Business plans, Departmental plans at all levels, Organisational & departmental performance reports, service standards & statistics.

4. How we make decisions

Information about our decision making processes such as: Major policy proposals & decisions, background information for major policy proposals and decisions.

5. Our policies and procedures

Written protocols for delivering our functions & responsibilities such as: duties and responsibilities of Civil Servants, Policies and procedures for recruiting and employing staff in Animal Health and Animals Health Customer Service Standards, Animal Health's records management and personal data policies and our charging regimes and policies.

6. Lists and registers

Information held in registers required by statute, eg Disclosure logs, Register of Interest and Animal By-products premises.

7. The services we offer

Information about the services we offer such as: Regulatory responsibilities, Services for public authorities, industry, other organisations or members of the public, Chargeable services and details of fees payable, media releases, leaflets, booklets & newsletters.

1 Who we are and what we do

Information about Animal Health's organisation, structure, locations and contacts

- **Animal Health's roles and responsibilities**

Description	Availability
Information available about what Animal Health does – this includes details on; the role, day to day work, protecting the public.	Access Animal Health external website: http://www.defra.gov.uk/animalhealth/about-us/whatwedo/index.htm
Further details available in the Animal Health Annual Report, Corporate Plan and Business Plan.	Hard copy available upon request or access on the website: http://www.defra.gov.uk/animalhealth/publications/index.htm

- **Legislation relevant to Animal Health's functions**

Description	Availability
List of legislation appropriate to Animal Health work	http://www.defra.gov.uk/animalhealth/about-us/accesstoinformation/legislation.htm

- **Organisations Animal Health is responsible for, works in partnership with and those it sponsors**

Description	Availability
Details of who Animal Health works with and areas of responsibility	Access Animal Health external website: http://www.defra.gov.uk/animalhealth/about-us/whatwedo/animalwelfare.htm http://www.defra.gov.uk/animalhealth/about-us/whatwedo/workingwithothers.htm

- **Information about Animal Health's Ministers, Permanent Secretary, Management Board Members and other senior staff**

Description	Availability
For Ministers, Permanent Secretary & Management Board Members, see Defra website	http://www.defra.gov.uk/corporate/ministers/index.htm

Animal Health Senior Staff – see Annual Report	Hard copy available upon request http://www.defra.gov.uk/animalhealth/publications/index.htm
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- **Contact information**

Description	Availability
General helplines and numbers to contact to report and inform.	http://www.defra.gov.uk/animalhealth/index.htm
Contact details for all Animal Health Divisional Offices, Dairy Hygiene Inspectors, Egg Marketing Inspectors, WLRS and Corporate Centre.	http://www.defra.gov.uk/animalhealth/about-us/contact-us/search/index.asp

2 What we spend and how we spend it

Financial information, covering projected and actual income and expenditure, procurement, contracts and financial audit

- **Financial statements, budgets and variance reports**

Description	Availability
Animal Health Annual Report (printed)	Hard copy available on request.
Animal Health Annual Report (pdf)	http://www.defra.gov.uk/animalhealth/publications/index.htm

- **Spending reviews**

Description	Availability
Financial overview for the period 2007-08	http://www.defra.gov.uk/animalhealth/about-us/performance/finance.htm Hard copy available on request.
Detailed expenditure available in the Annual Report	http://www.defra.gov.uk/animalhealth/publications/index.htm Hard copy available on request.

- **Financial audit reports**

Description	Availability
The certificate and report of the comptroller and auditor general to the House of Commons – confirmation that Animal Health’s financial statements have been audited. Available on page 56-57 of the Annual Report.	Hard copy available on request. http://www.defra.gov.uk/animalhealth/publications/index.htm

- **Information about Animal Health staff and Board members allowances and expenses**

Description	Availability
Governance and the Remuneration Report. Available on page 40-41 of the Annual Report.	Hard copy available on request. http://www.defra.gov.uk/animalhealth/publications/index.htm

- **Animal Health works to Defra’s procurement procedures**

Description	Availability
Procurement Defra policy on awarding contracts. Includes guidance on Defra’s buying policies and the criteria used for awarding contracts	On Defra website at www.defra.gov.uk/corporate/finance/procurement/index.htm
Procurement Contacts The Strategic Procurement Team comprises dedicated individuals specialising in specific areas of procurement and provide advice on related issues	On Defra website at www.defra.gov.uk/corporate/finance/procurement/contact.htm
Contracts Available for Public Tender - Supplement (S) to the Official Journal of the European Union publishes calls for tenders, contracts awarded and pre-information notices for public procurement	Tenders are published on Tenders Electronic Daily (TED) at http://ted.europa.eu/ Hard copy of Supplement (S) to the Official Journal of the European Union available through The Stationary Office; details and cover price on the TSO website at www.tso.co.uk

- **Contracts awarded and their value**

Description	Availability
Guidance on Defra's buying policies and criteria used for awarding contracts	Hard copy available on request. http://defraweb/corporate/finance/procurement/policy/index.htm
Supplement (S) to the Official Journal of the European Union Supplement (S) to the Official Journal of the European Union publishes calls for tenders, contracts awarded and pre-information notices for public	Details of contracts awarded as a result of tenders are published on Tenders Electronic Daily (TED) at http://ted.europa.eu/ Hard copy of Supplement (S) to the Official Journal of the European Union available through The Stationary Office; details and cover price on the TSO website at www.tso.co.uk

- **Financial statements for projects and events**

Description	Availability
Expenditure for key areas of activity and disease outbreaks costs. Available on page 46-47 and page 69 of the Annual Report.	Hard copy available on request. http://www.defra.gov.uk/animalhealth/publications/index.htm

3 What are our priorities and how are we doing

Animal Health's strategies and plans, performance indicators and the results of audits, inspections and reviews

- **Animal Health's strategic plans**

Description	Availability
The Corporate Plan takes a long-term view and explains the strategic objectives that Animal Health aims to achieve over the next three years.	Hard copy available upon request. http://www.defra.gov.uk/animalhealth/publications/index.htm

- **Annual business plan**

Description	Availability
The Business Plan sets out Animal Health's strategic direction for this year. Details Ministerial targets and Customer Priority Indicators.	Hard copy available upon request. http://www.defra.gov.uk/animalhealth/publications/index.htm

- Annual report

Description	Availability
The Annual Report sets out Animal Health's mission, CEOs statement, achievements and financial statements.	Hard copy available upon request. http://www.defra.gov.uk/animalhealth/publications/index.htm

- Animal Health's internal and external organisation performance reviews

Description	Availability
Performance Report	http://www.defra.gov.uk/animalhealth/about-us/performance/index.htm

- Performance reports to Parliament

Description	Availability
Annual Report	Hard copy available upon request. http://www.defra.gov.uk/animalhealth/publications/corporate/anreport0708.pdf

- Animal Health's service standards

Description	Availability
Document detailing the standard of service customers can expect when dealing with Animal Health. Benchmarks set for response times and complains procedure for customers.	Document can be downloaded from this page on the website: http://www.defra.gov.uk/animalhealth/about-us/customerservicestandards/index.htm Hard copy available on request.

- Statistical information

Description	Availability
Farming statistics available through Defra's website.	https://statistics.defra.gov.uk/esg/

4 How we make decisions

Animal Health's decision making processes and records of decisions made

- **Major policy proposals and decisions**

Description	Availability
See the Defra web pages – Animal Health is an Executive Agency, which delivers Defra's policies	http://www.defra.gov.uk/animalh/index.htm

- **Background information for major policy proposals and decisions**

Description	Availability
See the Defra web pages – Animal Health delivers Defra's policies	http://www.defra.gov.uk/animalh/index.htm

5 Our policies and procedures

Current written protocols, policies and procedures for delivering Animal Health's services and responsibilities

- **Policies and procedures for conducting Animal Health's business**

Description	Availability
Civil Service Code Introduced in 2006, sets out the duties and responsibilities of civil servants together with the core values and standards they are expected to uphold	On Civil Service website at www.civilservice.gov.uk/iam/codes/cscodex/index.asp

- **Policies and procedures for recruiting and employing staff in Animal Health**

Description	Availability
External recruitment	Policies not available for public access. Information about specific opportunities are made available at the time of advertising.

- **Animal Health's customer service standards**

Description	Availability
<p>Document detailing the standard of service customers can expect when dealing with Animal Health. Benchmarks set for response times and complains procedure for customers.</p>	<p>Document can be downloaded from this page on the website:</p> <p>http://www.defra.gov.uk/animalhealth/about-us/customerservicestandards/index.htm</p> <p>Hard copy available on request.</p>

- **Animal Health's records management and personal data policies**

Description	Availability
<p>Information on data handling</p>	<p>Hard copy available on request.</p> <p>http://www.defra.gov.uk/animalhealth/about-us/accesstoinformation/index.htm</p>
<p>Public Service Guarantee on Data Handling Animal Health has adopted the Cabinet Office Public Service Guarantee on Data Handling to inform people of their rights when supplying personal information and data to the department</p>	<p>Hard copy available on request.</p> <p>http://www.defra.gov.uk/animalhealth/about-us/accesstoinformation/publicservicegaranteeondatahandling.htm</p>
<p>Rights to Information Sets out peoples' rights under the Freedom of Information Act, Environmental Information Regulations and the Data Protection Act</p>	<p>On Defra website at www.defra.gov.uk/corporate/opengov/index.htm On Directgov website at www.direct.gov.uk</p>

- **Animal Health's charging regimes and policies**

Description	Availability
<p>List of Animal Health activities where charges will apply.</p>	<p>Hard copy available on request.</p> <p>http://www.defra.gov.uk/animalhealth/Charges/index.htm</p>

6 Lists and registers

Animal Health's public registers, asset registers and disclosure logs

- **Disclosure logs**

Description	Availability
List of recent information releases	Hard copy available on request. http://www.defra.gov.uk/animalhealth/about-us/accesstoinformation/freedomrequests.htm

- **Animal Health's register of interest**

Description	Availability
Information on Executive Board's interests is availability on the Annual Report	Hard copy available on request. http://www.defra.gov.uk/animalhealth/publications/index.htm

- **Other lists**

Description	Availability
ABP approved premises	Hard copy available on request. http://www.defra.gov.uk/animalh/by-prods/approvals/list.htm

7 The services we offer

Information about the services provided by Animal Health, including leaflets, guidance and newsletters

- **Regulatory responsibilities**

Description	Availability
Regulator's compliance code	Hard copy available on request. http://www.defra.gov.uk/animalhealth/about-us/regulation/index.htm

- **Services for public authorities, industry, other organisations or members of the public**

Description	Availability
What we do	Hard copy available on request. http://www.defra.gov.uk/animalhealth/about-us/whatwedo/index.htm
About Animal Health	Hard copy available on request. http://www.defra.gov.uk/animalhealth/publications/corporate/brochure07.pdf

- **Chargeable services and details of fees payable**

Description	Availability
List of Animal Health activities where charges will apply.	Hard copy available on request. http://www.defra.gov.uk/animalhealth/Charges/index.htm

- **Leaflets, booklets and newsletters**

Description	Availability
Government Veterinary Journal	http://www.defra.gov.uk/animalhealth/publications/index.htm
Official Veterinarian (OV) Newsletter	Hard copies of GVJ can be provided upon request. http://defra.gov.uk/animalhealth/official-veterinarians/publications.htm Hard copy available on request.

- **Media releases**

Description	Availability
See Defra website	Hard copy available on request. http://www.defra.gov.uk/news/2008/index.htm