

The UK Film Council

Publication Scheme

Publication Scheme produced under the Freedom of Information Act 2000

Introduction

The UK Film Council is the Government-backed lead agency for film in the UK ensuring that the economic, cultural and educational aspects of film are effectively represented at home and abroad. Our goal is to help make the UK a global hub for film in the digital age, with the world's most imaginative, diverse and vibrant film culture, underpinned by a flourishing, competitive film industry.

We invest Government grant-in-aid and Lottery money in developing new filmmakers, in funding new British films and getting a wider choice of films to audiences throughout the UK. We also invest in skills training, promoting Britain as an international filmmaking location and in raising the profile of British films abroad.

We aim to deliver lasting benefits to the industry and the public through:

- ***creativity*** - encouraging the development of new talent, skills, and creative and technological innovation in UK film and assisting new and established film-makers to produce successful and distinctive British films;
- ***enterprise*** – supporting the creation and growth of sustainable businesses in the film sector, providing access to finance and helping the UK film industry compete successfully in the domestic and global marketplace;
- ***imagination*** - promoting education and an appreciation and enjoyment of cinema by giving UK audiences access to the widest range of UK and international cinema, and by supporting film culture and heritage.

The Publication Scheme

The UK Film Council is committed to openness in all our dealings with the public, applicants, press, partners, government and other public bodies.

The Freedom of Information Act (2000) requires the UK Film Council, in common with other public bodies, to adopt and maintain a scheme which relates to the publication of information.

The UK Film Council will publish information which is part of this scheme and is committed to reviewing the content of the scheme.

The UK Film Council Publication Scheme is based on the model publication scheme issued by the Information Commissioner and the information covered is detailed below.

If you are interested in any of the information in our publication scheme, in the first instance please look on our website. If you are unable to find the information you require, have a general enquiry or need an answer to a specific question, you should then contact our Information Line:

UK Film Council Information Line
10 Little Portland Street
London W1W 7JG
Tel: 020 7861 7861
Fax: 020 7861 7862
Email: info@ukfilmcouncil.org.uk
www.ukfilmcouncil.org.uk

General information on the film industry is also available from the British Film Institute (*bfi*) information service (www.bfi.org.uk or telephone 0207 255 1444). If the information you request is likely to be held by that service we may refer you to the *bfi* in the first instance.

If you write to us requesting information about any aspect of our work we will ensure that we respond to you within 20 working days. If in exceptional circumstances we feel it will take longer to properly answer your query, we will write to you with a date by which we will respond.

Unless otherwise stated we do not charge for our publications or for providing you with information on our activities. If the information identified is contained solely on our website but you cannot access the Internet we are happy to provide you with a hard copy of the relevant website pages on request.

We will provide you with the information you request unless we conclude that such information is exempt under the Freedom of Information Act 2000 and unless such information is exempt. If this is the case, we will write to you explaining why this is the case.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

In addition, charges may be made for information if subject to a charging regime specified by Parliament.

THE SCHEME

This scheme is published, as a requirement of section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities. Any questions, comments or complaints about this scheme should be sent in writing to Mr Alan Bushell, Chief Operating Officer, UK Film Council, 10 Little Portland Street, London W1W 7JG.

The publication scheme is a guide to the information routinely published by the UK Film Council. It is a general description of the type of information published and not a full list of all publications, since this will change regularly as new documents are published.

CLASSES OF INFORMATION

Classes	Format/Source of information	Cost
Who we are and what we do Organisational information, contacts, constitutional and governance.	Website and hard copy	Free
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering and procurement.	Website and hard copy	Free
What our priorities are and how we are doing Strategy and performance information, plans and reviews.	Website and hard copy.	Free
How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	Website and hard copy <i>bfi</i> Library (Board minutes only)	Free
Our policies and procedures Current written protocols for delivering our functions and responsibilities.	Website and hard copy	Free
Lists and Registers Information held in registers required by law and other lists and registers relating	Hard copy	Free

to the functions of the authority.		
The Services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	Website and/or hard copy.	Free

This information will not generally include:

- Information where disclosure is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- Information in draft form; and
- Information that is no longer readily available for example, it is contained in files that have been placed in archive storage.

Written Requests

Information held that is not published under this scheme can be requested in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act.

January 2009