

Freedom of Information

Making a request for information

Applicants who wish to make a request for information from the Cooperation and Competition Panel ("Panel") should take the following steps:

Your request for information must be in writing and must state:

- Your name
- Your return address
- A description of the information that is requested

You can submit your request to the Director of the Panel, Andrew Taylor, either by e-mail to andrew.taylor@ccpanel.org.uk or by post to the following address:

Director
Co-operation and Competition Panel
1 Horse Guards Road
London SW1A 2HQ

If you require any assistance in completing your request for information, you may direct your request for assistance to the Legal Director of the Panel, Catherine Davies, e-mail: catherine.davies@ccpanel.org.uk, Tel: 020 7270 4608.

Transferring requests

If you have requested information which the Panel believes is held by another government body or authority, it may be appropriate for you to re-apply to the relevant government body or authority. Alternatively, the Panel may transfer your request for information to that other government body or authority. Where the Panel decides that it is appropriate to transfer your request, the Panel will first check that the other government body or authority holds the information which you have requested. If you wish to be notified before the Panel transfers your request for information, you should state this in your application.

Consultation with third parties

The Panel may need to consult third parties (including another government body or authority) in order to reach a decision on whether the requested information can be released. If you wish to be notified before the Panel consults a third party about your request for information, you should state this in your application.

Fees

The Panel will charge a fee for complying with a request for information in accordance with the [The Freedom of Information and Data Protection \(Appropriate Limit and Fees\) Regulations 2004](#). [Guidance](#) on the application of these regulations is provided by the Department for Constitutional Affairs. A [summary](#) of the guidance is also available.

You will receive a Fees Notice which sets out the amount you must pay to the Panel.

If the cost of locating, retrieving and extracting the information is £450 or less, the Panel may charge for photocopying, printing and postage costs. If the cost is more than £450, the Panel is

not obliged to comply with your request. However, the Panel will consider whether it is possible to provide any information within the cost ceiling of £450. It will also consider whether it is reasonable to answer your request and charge an appropriate fee.

Timescales

Under the Freedom of Information Act, the Panel is required to respond to your request for information within 20 working days following the date on which your request was received. Furthermore, the Act makes a number of provisions for extra time to be taken in responding to a request, for example:

- The timescale is put on hold if, after initial consideration of your request, a fee is requested. When a request for payment is sent to you, the 20-day working deadline is put on hold and will start running again (from where it stopped, not back to the beginning of the 20 working days) when the appropriate fee is received.
- If the information being sought has to be considered under an exemption to which the public interest test applies, then the timescale is extended by a “reasonable period”. The Panel will, however, tell you within the 20-day period which exemption(s) it believes apply to the information requested, and give you its estimate of the date by which it expects to reach a decision regarding the application of this exemption.

Complaints procedure

If you are dissatisfied with the Panel’s response to your request for information (including a decision to levy a fee) you may discuss the decision with the Panel official who dealt with your request. However, if this informal discussion does not resolve your complaint, you may submit your complaint in writing to the Director of the Panel, either by e-mail to andrew.taylor@ccpanel.org.uk or by post to the following address:

Director
Co-operation and Competition Panel
1 Horse Guards Road
London SW1A 2HQ

The Director will consider your complaint, and will confirm, reverse or amend the decision. He will advise you in writing of the outcome of your complaint.

If you are dissatisfied with the Director’s decision, you have the right to apply to the Information Commissioner for a decision as to whether the Panel has dealt with your request for information in accordance with the requirements of the Freedom of Information Act. An application may be made to the Information Commissioner’s Office by post to the following address:

FOI Compliance Team (complaints)
Wycliffe House,
Water Lane, Wilmslow
Cheshire SK9 5AF

The Information Commissioner’s telephone help line is 01625 545350.

Freedom of Information Act: Co-operation and Competition Panel's Publication Scheme

The Co-operation and Competition Panel (Panel) will adopt and maintain a Publication Scheme under the [Freedom of Information Act](#). The Scheme provides the public with a structured listing of any information which the Panel publishes or intends to publish; the manner in which the information is or will be published; and whether the material is or is intended to be made available free of charge or on payment.

The Publication Scheme for the Co-operation and Competition Panel is available below:

Part 1: Introduction

1. This Scheme may be referred to as the Panel Publication Scheme. In the paragraphs below we refer to this scheme as the "Scheme".
2. The purpose of this Scheme is to specify the classes of information we publish or intend to publish; how the information is or will be published; and whether the information is available free of charge or on payment.

Responsibility for the Scheme

3. The Chairman of the Panel has overall responsibility for the publication scheme.
4. The person responsible for maintaining the scheme on a daily basis is the Panel's Legal Director. If you wish to obtain a hard copy of any of the publications which are stated in this scheme to be available on request, please contact the Panel as per the contact details below.

Co-operation and Competition Panel
1 Horse Guards Road
London SW1A 2HQ

Tel: 020 7270 4608
email: info@ccpanel.org.uk

Requesting information

5. If the information you seek is not contained within this scheme you may make a request for it under the Freedom of Information Act. You may do so by contacting the Panel as above. Information can be made available subject to the exemptions in the Act.

Monitoring and review of the Publication Scheme

6. We propose to review our scheme annually. Any comments or suggestions should be sent to the Panel's Legal Director.

Copyright

7. The copyright of material listed in this publication scheme is held by the Panel unless otherwise indicated.
8. Applications for any proposed use of text or images should be made to the contact address listed above.

Part 2: Classes of information, manner of publication and charging

9. The **Annex** to this scheme

- specifies the classes of information which the Panel publishes or intends to publish;
- specifies the manner in which information of each class is, or is intended to be, published;
- provides supplemental information in relation to the classes; and
- assigns a number to each publication for ease of reference.

Approach used to determine classes included

10. Our approach is to be as open and transparent as possible within the constraints imposed by the nature of the Panel's work and the general legislative framework.

11. Measures to increase transparency must also be seen in the context of the overriding need to preserve the confidentiality of commercially sensitive information in the conduct of our appeals, inquiries or other matters and the need to avoid prejudicing the discharge of our functions.

Interpretation of the Annex

12. Where in the Annex the word 'current' is used, we mean for the time being current (as opposed to current at the date of this Scheme). The same principle applies to the expressions 'currently' and 'to date'.

13. Where the manner of publication of information is described in the Annex as 'online', it means that we publish the information, or (as the case may be) intend to publish it, on the Internet, but would be willing to provide a hard copy on request. These can be obtained by making a request to the Panel. In each case we provide a link to a **table of publications** on our web site where the relevant uniform resource locator (URL) of each publication can be found.

14. Any information that the Panel is prevented by law from disclosing to the public or which would otherwise fall within the exemptions in the Freedom of Information Act should be regarded as excluded from the classes set out in the Annex.

15. The Act requires us to specify classes of 'information' which we publish or intend to publish. 'Information' is defined as 'information recorded in any form'. Thus strictly speaking a class should comprise a description of information rather than a description of a document or class of documents. Some classes in the Annex are described as being a document or class of documents. In those cases, the class should be read as meaning the information recorded in that document or class of documents.

Exempt information

16. As stated in paragraph 14 above, any information that the Panel is prevented by law from disclosing to the public or which would otherwise be exempt under the Freedom of Information Act should be regarded as excluded from the classes set out in the Annex. Where a document is published with exempt material excluded, this will be clearly shown in the text of the particular document together with an explanation of the exemption relied on.

17. The Annex identifies the cases where it is anticipated that material will be deleted on the grounds that it is exempt and gives an explanation. However, this is without prejudice to paragraph 14 above.

Charging

18. Where the manner of publication of information is described in the Annex as 'web format', access to the relevant web site is free of charge (ie there is no charge by us, although the user would have to meet any charges by their Internet service provider, printing costs etc).

19. There is a charge where we supply hard copies on request. The charges will be at cost and payment is required before delivery. However, costs may be waived at our discretion and normally will be in the case of one or two page documents.

The Annex

A. Corporate Information

Class number A1

Functions and overview of the Panel

Manner of publication: Online

Class number A2

The aims and objectives of the Panel will be published each year in the Panel's Business Plan.

Manner of publication: Online [to be published]

Class number A3

The current names of the members of the Panel

Manner of publication: Online

Class number A4

Central contact points within the Panel for external inquiries

Manner of publication: Online

B. Management Information

Class number B1

The Panel's current internal management structure and names of senior staff

Manner of publication: Online [to be published]

Class number B2

Panel job vacancies currently open for application by the public

Manner of publication: Online

C. Administrative Information

Class number C1

Information on how to make a complaint, of a particular or general nature, and how it will be dealt with

Manner of publication: Online

Class number C2

Current version of the Chairman's guidance to Panel Members on the handling of any conflicts of interest in their work

Manner of publication: Online

Class number C3

Current version of the Chairman's Guidance to Panel members on acceptance of gifts and hospitality

Manner of publication: [Online](#)

Relevant URL: http://www.competition-commission.org.uk/our_peop/guidance_gifts.htm

Class number C4

Names of current specialist reference group members with such further personal information that they have consented to be published

Manner of publication: Online

Class number C5

Current entries in the Register of Members interests maintained by the Panel

Manner of publication: Online

Note: The Register contains, in addition to member's interests, their recent appointments and the name of any businesses they have recently carried on alone or in partnership

D. Operational Information**Class number D1**

The types of appeals, inquiries in connection with reserved matters or other non-case specific inquiries conducted by the Panel and, for each type, the governing guidelines or memorandum of understanding and, where relevant, the referring Sponsor or SHA

Manner of publication: Online

Class number D2

Consultation documents in respect of which the consultation period has either:

- (a) not expired, or
- (b) has expired within the 12 month period ending on the current date

Manner of publication: Online

Class number D3

The current version of all:

- (a) recommendations and advice on appeals published by the Panel;
- (b) recommendations and advice on reserved matters (including proposed mergers and alleged anti-competitive conduct) published by the Panel; and
- (c) recommendations and advice on competition issues which are broader than a single specific case.

Manner of publication: Online

Class number D4

The Panel's Terms of Reference, Memorandum of Understanding between the Panel and its Sponsors, and Rules of Procedure.

Manner of publication: Online

Class number D5

The Panel's guidance on disclosure of information

Manner of publication: Online

Class number D6

The appeals or inquiries currently being conducted and, where relevant, in relation to each such matter:

- (a) the terms of reference, the names of Panel group members, outline timetable and dates of public hearings;
- (b) issues letter unless the group directs that it is not to be published;
- (c) notices of any provisional findings, and
- (d) remedies statements unless the group directs that it is not to be published.

Manner of publication: Online

E. Other Publications**Class number E1**

The Panel's Annual Business Plans and Reports

Manner of publication: Online [to be published]

Class number E2

Panel press releases from the beginning of the calendar year preceding the current year. Thus, for example, a press release in the year 2009 will be published during the remainder of 2009 and the whole of 2010.

Manner of publication: Online

Class number E3

Chairman's Speeches of which the Panel has a transcript and which he has consented to be published

Manner of publication: Online

Panel Information Charter

The Co-operation and Competition Panel (Panel) has published the following charter to set out the standards that people can expect from the Panel when it requests or holds their personal information, how members of the public can get access to their personal data and what they can do if they do not think that the standards are being met.

The Panel may need to handle personal information in order to conduct inquiries (for example, we may need to obtain competitor or customer lists to conduct surveys or for surveys to be carried out on our behalf); so that we can consult you about your views relating to our inquiries and so that we can seek your views on our policy consultations and inform you about our publications and events. Internally, the Panel may need to hold personal information about its staff and members in order to carry out its business. This is how we look after that information.

When we ask you for personal information we promise:

- To make sure you know why we need it;
- To only ask for what we need, and not to collect too much or irrelevant information.

In return, we ask you to:

- Give us accurate information; and
- Tell us as soon as possible if there are any changes, such as a new address.

This helps us to keep your information reliable and up to date.

When we handle your personal information (whether we get it from you or from someone else who is authorised to give it to us) we promise:

- To protect it and make sure nobody has access to it who shouldn't;
- To make sure we don't keep it longer than necessary; and
- Not to make your personal information available for commercial use without your permission.
- Where we use a third party to process data on our behalf (eg: to conduct a survey for an inquiry) to ensure that the third party is aware of and committed to complying with those standards.

You can get more details on:

- How to find out what information we hold about you and how to ask us to correct any mistakes;
- Agreements we have with the Sponsors or other organisations for sharing information;
- Circumstances where we can pass on your personal information without telling you, for example to prevent and detect crime or to produce anonymised statistics ;
- Our instructions to staff on how to collect, use and delete your personal information;
- How we check the information we hold is accurate and up to date; and
- How to make a complaint.

**FOR MORE INFORMATION, PLEASE CONTACT THE PANEL'S LEGAL DIRECTOR:
CATHERINE DAVIES, tel: 020 7270 4608, email: catherine.davies@ccpanel.org.uk**

Complaints procedure

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Director
Co-operation and Competition Panel
1 Horse Guards Road
London SW1A 2HQ

The Director will consider your complaint, and will confirm, reverse or amend the decision. He will advise you in writing of the outcome of your complaint.

When we ask you for information, we will keep to the law, including the Data Protection Act 1998. For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commission at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel: 08456 30 60 60 or 01625 54 57 45

Fax: 01625 524510.

Website: www.ico.gov.uk