

HOUSE OF LORDS

GUIDE TO THE PUBLICATION SCHEME

The House of Lords is the second chamber of the United Kingdom Parliament. It is a legislative chamber, scrutinises the Executive (the Government) and is a forum for debate. As a legislative chamber it initiates bills (many government bills are introduced in the House each year) and revises those sent up from the House of Commons.

In many respects the House of Lords complements the work of the House of Commons, whose members are elected to represent constituents. Members of the House of Lords are not elected and are unpaid (with the exception of certain office holders). They have a wide range of experience and provide a source of independent expertise.

The House also had a judicial role as a final Court of Appeal until October 2009.

The aim of the House of Lords Administration is to enable the House and its Members to carry out their parliamentary functions fully and effectively. The Accounting Officer and Corporate Officer of the House of Lords is the Clerk of the Parliaments.

The provisions of the Freedom of Information Act 2000 apply to recorded information held by the House of Lords' Administration (with the exception of information specified in the Freedom of Information (Parliament and National Assembly for Wales) Order 2008).

The information contained in the House of Lords Publication Scheme relates to the House of Lords and to the Administration which supports the work of the House.

Although closely associated with the House of Lords the following organisations and offices are separate public authorities and have separate publication schemes and separate arrangements for handling requests for recorded information:

House of Commons

foicommmons@parliament.uk

House of Lords Appointments Commission

lordsappointments@gtnet.gov.uk

Crown Office (part of the Ministry of Justice)

Data.Access@justice.gsi.gov.uk

Office of the Government Whips (Lords)

foiteam@cabinet-office.x.gsi.gov.uk

The Publication Scheme is comprised of the following seven classes of information;

1. Who we are and what we do.
This class covers organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it.
This class covers financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. What our priorities are and how we are doing.
This class covers strategy and performance information, plans, assessments, inspections and reviews.
4. How we make decisions.
This class covers policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. Our policies and procedures.
This class covers current written protocols for delivering our functions and responsibilities
6. Lists and Registers.
This class covers information held in registers required by law and other lists and registers relating to the functions of the authority.
7. The Services we Offer.
This class covers advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The new model Publication Scheme can also be viewed on the Information Commissioner's website
http://www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_schemes/definition_document_hol.aspx

Feedback and Complaints

The Freedom of Information Officer can be contacted at the following address if you have feedback or wish to make a complaint about the operation of this Publication Scheme, or if you are dissatisfied about the way the House has handled your request for information, and wish to request an internal review.

Freedom of Information Officer
House of Lords
London
SW1A 0PW
or by e-mail to:
foilords@parliament.uk

If you remain dissatisfied following an internal review you may apply to the Information Commissioner, Wycliffe House, Walter Lane, Wilmslow, Cheshire SK9 5AF. Website: www.informationcommissioner.gov.uk

1. Who we are and what we do

Roles and responsibilities

Information	Description	Web-link	Charge
Public information briefings	The House of Lords currently produces a series of briefings relating to its role and history.	http://www.parliament.uk/directories/house_of_lords_information_office/bplist.cfm	Free
Principal office holders and staff	The Lord Speaker, the Chairman of Committees and Clerk of the Parliaments.	http://www.parliament.uk/about/how/principal.cfm	Free
Who does what in the Lords	Contains information on Membership, the House of Lords Administration, Committees, International Delegations and Other Groups, Party and Other Groups: Spokesmen, Composition and Forms of Address.	http://www.parliament.uk/directories/house_of_lords_information_office/whowhatlords.cfm	Free
House of Lords Annual Reports	The information contained in the Annual Report has changed over the years. In recent years the Report has included a review of the year, a report on strategic developments for the Administration and a report on the implementation of the Business Plan. It also contains details of expenditure by core task, statistics, composition of the House of Lords and the Administration's strategic plan. Until 2002 the House's accounts were published as part of the Annual Report.	http://www.publications.parliament.uk/pa/ld/ldlor/ldsrep.htm	Website: Free. Paper: Variable – contact TSO for further details.

Roles and responsibilities (continued)

Information	Description	Web-link	Charge
Aims and objectives of the House Administration	The aims and objectives of the House Administration are published in the House of Lords Business Plan 2008.	http://www.publications.parliament.uk/pa/ld/ldbuisplan.htm	Website: Free. Paper: Variable – contact TSO for further details.

Organisational structure

Information	Description	Web-link	Charge
Organisational chart	The House of Lords Annual Report and Business Plan contain the most up-to-date published organisational chart.	http://www.publications.parliament.uk/pa/ld/ldlor dsrep.htm http://www.publications.parliament.uk/pa/ld/ldbuisplan.htm	Website: Free. Paper: Variable – contact TSO for further details.
Management Board	The Board is responsible for the management of the services provided for the House of Lords by the House Administration. A list of Board members together with the role of the Board is available from the How the Lords is run section of the website.	http://www.parliament.uk/business/lords/how-the-lords-is-run/lords-Administration/house-of-lords-management-board/	Free

Members of the House of Lords

Information	Description	Web-link	Charge
Membership of the House	A list of Members of the House of Lords, alphabetical, by party or group.	http://www.parliament.uk/mps-lords-and-offices/lords/	Free
Membership of Committees	Details of current membership of committees are available in the directory 'Who does what in the Lords'.	http://www.parliament.uk/mps-lords-and-offices/offices/lords/house-of-lords-information-office/whowhatlords/	Free
Membership of the House of Lords - briefing	Summary of different types of member and routes to becoming a member.	http://www.parliament.uk/about_lords/membership.cfm	Free
Membership: analysis of composition - briefing	A briefing analysis by party, strength, by type and by rank. Updated monthly. Information relating to the composition of the House is also available in the House of Lords Annual Reports.	http://www.parliament.uk/mps-lords-and-offices/lords/ http://www.publications.parliament.uk/pa/ld/ldlor dsrep.htm	Website: Free. Paper: Variable – contact TSO for further details.
Members: attendance record	The official record of Members' attendance.	Available in open data formats on data.parliament.uk . The data is published with a two month delay to allow members time to verify their record. The data goes back to 1999.	Free
Members: voting record	The official record of each division of the House and who voted.	http://www.parliament.uk/business/publications/business-papers/lords/lords-divisions . Data also available in open data formats on data.parliament.uk . The Data goes back to 1999.	Free

Members of the House of Lords (continued)

Information	Description	Web-link	Charge
Register of Hereditary Peers	The House of Lords Act 1999 disqualified all hereditary peers for membership of the House, but excepted from this general exclusion ninety hereditary peers and the holders of the offices of Earl Marshal and Lord Great Chamberlain. Section 2(4) of the 1999 Act and Standing Order 10 provide for a vacancy among any of the ninety excepted hereditary peers to be filled by means of a by-election. Paragraph (5) of Standing Order 10 requires the maintenance and annual publication of a register of hereditary peers (other than peers of Ireland) who wish to stand in any such by-election. Published annually.	http://www.publications.parliament.uk/pa/ld/ldelect.htm	Free

Contact details for the House of Lords

Information	Description	Web-link	Charge
Contact details for House of Lords Offices	Contact details are available in the directory 'Who does what in the Lords'. Further information relating to how to contact a Member is available on the Parliamentary website.	http://www.parliament.uk/directories/house_of_lords_information_office/whowhatlords.cfm http://www.parliament.uk/directories/directories31.cfm	Free

Information relating to the legislation or conventions governing the functions of the House of Lords

Information	Description	Web-link	Charge
Standing Orders of the House of Lords – public and private business	<p>The formal rules which govern the proceedings of the House of Lords, with index.</p> <p>Older versions of Standing Orders are available in the Lords Sessional Papers which are held by a number of large reference libraries.</p>	<p>http://www.publications.parliament.uk/pa/ld/ldstords/ldstords.htm</p> <p>http://www.publications.parliament.uk/pa/ld/ldstords/ldprords.htm</p>	Website: Free. Paper: Variable - contact TSO for further details.
Amendments to the Standing Orders	<p>All amendments to the text of the Standing Orders; made as occasion requires.</p> <p>Amendments may not be published separately if the Standing Orders are about to be published.</p>	<p>http://www.publications.parliament.uk/pa/ld/ldstords/ldstords.htm</p> <p>http://www.publications.parliament.uk/pa/ld/ldstords/ldprords.htm</p>	Website: Free. Paper: Variable - contact TSO for further details.
Companion to the Standing Orders	<p>Textbook on practice and procedure. One of two complementary authoritative sources on procedures in the House of Lords (the other being Erskine May).</p> <p>Note: <i>Erskine May's Treatise on The Law, Privileges, Proceedings and Usage of Parliament</i> is not a House publication and is not available through this Publication Scheme. It is published by Lexis Nexis UK and is available through reference libraries and booksellers.</p>	http://www.publications.parliament.uk/pa/ld/ldcomp/compso.htm	Website: Free. Paper: Variable – contact TSO for further details.

Information relating to the legislation or conventions governing the functions of the House of Lords (continued)

Joint Committee on Parliamentary Privilege	The Joint Committee on Parliamentary Privilege was appointed in 1997 to review parliamentary privilege and make recommendations thereon. It reported in 1999.	http://www.publications.parliament.uk/pa/jt/jtpriv.htm	Free
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Information relating to the legislation or conventions governing the functions of the House of Lords (continued)

Information	Description	Web-link	Charge
Joint Committee on Conventions	The Joint Committee on Conventions was established "to consider the practicality of codifying the key conventions on the relationship between the two Houses of Parliament which affect the consideration of legislation." It reported in 2006.	http://www.parliament.uk/parliamentary_committees/joint_committee_on_conventions.cfm	Website: Free. Paper: Variable - contact TSO for further details.

The following legislation is relevant to the functions of the House of Lords:

Clerk of the Parliaments Act 1824

Parliament Acts 1911 and 1949

Life Peerages Act 1958

Peerage Act 1963

Parliamentary Corporate Bodies Act 1992

House of Lords Act 1999

Constitutional Reform Act 2005

Parliament (Joint Departments) Act 2007

Constitutional Reform and Governance Act 2010

The full text of Public General Acts since 1988 (there are some omissions for 1988) is available from the website of the Office of Public Sector Information (The National Archives) at <http://www.opsi.gov.uk> Printed General Acts prior to 1988 are available in their original printed format from The Stationery Office. The official revised edition of UK primary legislation is available from the Statute Law Database at <http://www.statutelaw.gov.uk> . The texts of Public General Acts are also widely available in reference libraries. Acts are subject to Crown Copyright.

2. What we spend and how we spend it

Accounts

Information	Description	Web-link	Charge
Public information briefings relating to finance	Describes how the House of Lords is funded, what the money is spent on, Members' reimbursements and the financial assistance given to the opposition parties.	http://www.parliament.uk/directories/house_of_lords_information_office/bplist.cfm	Free
Resource Accounts	Audited accounts containing the expenditure of the House of Lords on Members' expenses, administrative costs, staff costs including pensions, security, stationery, printing, financial assistance to opposition parties, grants-in-aid, works' services costs and associated non-cash items. From January 2003. Accounts for earlier years were published as part of the relevant Annual Report.	http://www.publications.parliament.uk/pa/ld/ldres/acc.htm	Website: Free. Paper: Variable - contact TSO for further details.

Reimbursement scheme and total expenses paid to Members of the House of Lords

Information	Description	Web-link	Charge
Reimbursement scheme: a general guide	A guide setting out the rates and conditions for the recovery of travelling and other expenses incurred for the purpose of parliamentary duties.	http://www.publications.parliament.uk/pa/ld/ldpeers/peers01.htm	Free
Information relating to the main categories of expenses	<p>Information relating to the main categories of expenses, namely travel, day subsistence, night subsistence, office costs, Ministers' and Officeholders' secretarial expenses, and the costs of post-paid envelopes together with details of those Members loaned House of Lords IT equipment, broken down by individual Member and financial year up to July 2010.</p> <p>Details of allowances and expenses claims made by Members of the House of Lords from July 2010 – March 2011 were published quarterly.</p> <p>Details of allowances and expenses claims made by Members of the House of Lords from April 2011 published by month.</p>	http://www.parliament.uk/about_lords/holallowances/hol_expenses04.cfm	Free
Information relating to financial assistance to opposition parties	Total expenses claimed by each of the opposition parties and the Convenor of the Cross Benchers in respect of their parliamentary duties for each financial year. Published annually (related to financial year).	http://www.parliament.uk/about_lords/holallowances/hol_expenses04.cfm	Free

Staff allowances and expenses produced in line with the House of Lords Administration's policies

Information	Description	Web-link	Charge
Travel and Subsistence Scheme for Staff	Information on staff expenses can be found in Appendix F of the Staff Handbook.	http://www.publications.parliament.uk/pa/ld/ldhandbk.htm	Free
Expenses claimed by members of the Management Board	Expense claim forms for each member of the Management Board from April 2010.	http://www.parliament.uk/business/lords/how-the-lords-is-run/lords-Administration/house-of-lords-management-board/expenses/	Free
Information relating to all transactions over £25,000	Date, expense type, supplier, transaction number, amount and description relating to transactions over £25k from April 2012, published by month	http://www.parliament.uk/business/lords/house-lords-administration/how-the-lords-is-run/lords-administration/house-of-lords-management-board/transactions-over-25000/	Free

Workforce pay and grading details

Information	Description	Web-link	Charge
Pay bands	Staffs pay bands and amounts published as they become available.	http://www.parliament.uk/mps-lords-and-offices/offices/lords/lordshro/	Free

Procurement procedures

Information	Description	Web-link	Charge
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Procurement procedures	Procurement procedures available from the House of Lords procurement web pages.	http://www.parliament.uk/business/lords/how-the-lords-is-run/policies-and-procedures/procurement/	Free
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Lists of contracts awarded and their value

Information	Description	Web-link	Charge
List of contracts awarded and their value	Information on contracts awarded and their value added to various websites accessible from the House of Lords procurement web pages.	(http://www.parliament.uk/business/lords/how-the-lords-is-run/policies-and-procedures/procurement/	Free
Current contract opportunities	Current contract opportunities advertised via procurement websites available from the House of Lords procurement web pages.	http://www.parliament.uk/business/lords/how-the-lords-is-run/policies-and-procedures/procurement/	Free

3. What are our priorities and how are we doing

Business of the House

Legislation

Information	Description	Web-link	Charge
Private Bills before Parliament	<p>The complete, current text of all private bills at present before Parliament.</p> <p>Note: Lists of amendments are not available via Parliament. They may be available from the Agents for the bill. Copies of old bills may be available from the Agent. Four firms of Parliamentary Agents act for promoters for private bills. Details of which firm is responsible for which bill is given on the website on the cover of the bill. Details are also available from the Private Bill Office (Tel: 020 7219 3231).</p>	http://services.parliament.uk/bills/private.html	Website: Free. Paper: variable.
Public Bills before Parliament	<p>The complete, current text of all public bills at present before Parliament, as well as those from previous sessions.</p> <p>Note: Old versions of bills which are currently before Parliament, and those which are no longer before Parliament, are often available in paper form from The Stationery Office.</p>	http://services.parliament.uk/bills/public/2010-11.html	Website: Free. Paper: Variable – contact TSO for further details.

Legislation (continued)

Information	Description	Web-link	Charge
Explanatory notes relating to Public Bills	Most Government bills and a few private members' bills are accompanied by explanatory notes.	http://services.parliament.uk/bills/	Website: Free Paper: Variable – contact TSO for further details.

Note: The Queen's Speech, which contains an outline of the Government's proposed legislation for the new parliamentary session, is drawn up by the Government and approved by the Cabinet. As such, it is outside the scope of the House of Lords Publication Scheme. Information relating to the Government's draft legislative programme for the next parliamentary session can be found at:

www.cabinetoffice.gov.uk and www.commonleader.gov.uk

House of Lords Administration

Strategic and Business Plans

Information	Description	Web-link	Charge
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Strategic Plan	The Strategic Plan for the House of Lords Administration published as an Appendix of the House of Lords Annual Report.	http://www.publications.parliament.uk/pa/ld/ldlordsrep.htm	Website: Free. Paper: Variable – contact TSO for further details.
Business Plan	The House of Lords Administration has published an annual business plan since 2003. This is available on the website from 2006. For previous years, paper copies are available from TSO. The Business Plan may be read in conjunction with the Annual Report of the House of Lords, the purpose of which is to set out the progress of the Administration in carrying out the business plan in the previous year.	http://www.publications.parliament.uk/pa/ld/ldbussplan.htm	Website: Free. Paper: Variable – contact TSO for further details.
Progress report	Published annually as part of the Annual Report of the House of Lords.	http://www.publications.parliament.uk/pa/ld/ldlordsrep.htm	Free

Statistics

Information	Description	Web-link	Charge
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Diversity statistics for House of Lords staff appointments	Available in the House of Lords Annual Report.	http://www.publications.parliament.uk/pa/ld/ldlordsrep.htm	Free
Sessional Papers	List of sessional printed papers produced for the House of Lords.	http://www.publications.parliament.uk/pa/ld/ldsess.htm	Free
Public Bill Statistics	Contains information about bills and amendments considered by the House in a particular Session of Parliament.	http://www.publications.parliament.uk/pa/ld/billstat.htm	Free

4. How we make decisions

Business of the House

Records of Proceedings

Information	Description	Web-link	Charge
House of Lords Business	<p>House of Lords Business contains notices of forthcoming business and a daily record of the business of the House.</p> <p>Note: A new edition is made available at 10 am on the day after each sitting of the House, to include forthcoming business tabled the day before and a record of the most recent day's business, replacing the previous edition.</p>	http://www.publications.parliament.uk/pa/pabuspap.htm	Free
Order Papers	<p>The agenda for the day's business.</p> <p>Note: A new edition is made available at 10 am on each day on which the House sits, replacing the previous edition.</p>	http://www.parliament.uk/business/publications/business-papers/	Free

Records of Proceedings (continued)

Information	Description	Web-link	Charge
<p>Official Report (Hansard) House of Lords Daily Debates</p>	<p>The Official Report (Hansard) is a full report of the debates in the House of Lords and in Grand Committees. It also includes certain items of business which are the subject of formal minute entries, such as Private Bills brought from the House of Commons, and Commons Bills returned with Lords' amendments agreed to; texts of domestic committee reports; texts of amendments moved; ministerial statements made in the Commons and reported in the Lords (for the convenience of the House); and Answers to Written Questions. An index is produced.</p> <p>Note: The full text of Lords' Hansard from 15 November 1995 up to the latest complete sitting day is available on the parliamentary website. The text of the most recent day's report is made available at 8 am the following day. Unrevised daily parts are issued on a next day basis and are then bound into weekly parts which are available about three days after the end of the week to which they refer. The corrected text of the Lords' Hansard is published in bound volumes with a full index some months later. Copies of the printed text of Lords' Hansard may be consulted in many reference libraries and in the Parliamentary Archives.</p> <p>Information about digitised historical parliamentary material can be found at: http://www.parliament.uk/business/publications/parliamentary-archives/digitalpreservation/</p>	<p>http://www.parliament.uk/business/publications/hansard/</p>	<p>Free</p>

Records of Proceedings (continued)

Information	Description	Web-link	Charge
Journals	<p>The Journals are the official record of the proceedings of the House of Lords. They are compiled from House of Lords Business. They differ from the Minutes in that they contain additional material including a daily record of Members present, reports of the domestic committees of the House and an index.</p> <p>Note: Published by The Stationery Office nine to twelve months after the end of a parliamentary session. Sets of Journals are accessible in many reference libraries and in the Parliamentary Archives.</p> <p>Copies of the Journals are admitted as evidence by the courts and others (Evidence Act 1845, s.3; the Act does not extend to Scotland). If required in evidence, a copy or extract of the Journals, authenticated by the Clerk of the Parliaments, may be supplied on payment of a fee.</p>	<p>http://www.publications.parliament.uk/pa/ld/ldjournals.htm</p>	<p>Website: Free. Paper: Variable – contact TSO for further details.</p>

Committees

Information	Description	Web-link	Charge
Investigative and Legislative Select Committee Reports	<p>Reports (including reports from earlier sessions of Parliament) published by the investigative and legislative select committees.</p> <p>Note: Copies of older reports may be available for purchase from The Stationery Office. The reports are also available in Lords' Sessional Papers which are held by a number of large reference libraries.</p>	http://www.parliament.uk/business/publications/committees/select-committee-publications/	<p>Website: Free. Paper: Variable – contact TSO for further details.</p>
Minutes of Evidence	<p>Oral and written evidence gathered by investigative and legislative select committees. Most oral evidence is taken in public. In this case transcripts are published on the parliamentary website. Occasionally oral evidence is taken in private; sometimes this is published, but sometimes all or part of the transcript is subject to an exemption under the Freedom of Information Act 2000.</p> <p>Note: Unpublished written material, unless subject to an exemption under the Freedom of Information Act 2000, is available for public access in the searchroom of the Parliamentary Archives. Out of print information may be available through the Parliamentary Archives.</p>	http://www.publications.parliament.uk/pa/select.htm	<p>Website: Free. Paper: Variable – contact TSO for further details.</p>

Judicial Business (ceased October 2009)

Information	Description	Web-link	Charge
House of Lords Judgments	<p>Full text of Opinions delivered from 14 November 1996 to 30 July 2009 (date of the final the House of Lords judicial opinion)</p> <p>Note: Copies of Opinions delivered prior to 14 November 1996 are available from the Parliamentary Archives</p>	http://www.publications.parliament.uk/pa/ld/ldjudgmt.htm	Website: Free. Paper: Variable – contact the Parliamentary Archives for further details.
Appeal Committee Reports	<p>Reports published by the Appeal Committee from 1997.</p> <p>Paper copies are available from the Judicial Office (Tel: 020 7219 3111, Fax: 020 7219 2476).</p>	http://www.publications.parliament.uk/pa/ld/ldappeal.htm	Free

Administration

Information	Description	Web-link	Charge
Domestic Committee Reports	The full text of reports published by the Domestic Committees (i.e. those concerned with the domestic affairs of the House).	http://www.publications.parliament.uk/pa/select.htm	Website: Free. Paper: Variable – contact TSO for further details.
Management Board meetings	The agendas, minutes and papers, minus any sensitive information (Restricted Access) from April 2010 onwards. Published following the subsequent meeting. Requests for restricted access papers and minutes will be considered on a case by case basis subject to the exemptions in the Freedom of Information Act 2000.	http://www.parliament.uk/business/lords/how-the-lords-is-run/lords-Administration/house-of-lords-management-board/lords-management-board-papers/	Free

Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines

Business of the House

Information	Description	Web-link	Charge
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Guide for Deputy Speakers and Deputy Chairmen	A guide for Deputy Speakers and Deputy Chairman containing information about procedures in the House, including proceedings in the House, the Committee of the whole House, and the Committee stage of Grand Committee.	http://www.publications.parliament.uk/pa/ld/depguide2011.pdf	Free
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House of Lords Administration

Information	Description	Web-link	Charge
Staff Handbook	The Staff Handbook applies to all staff of the House and provides information on most matters relating to conditions of service. It includes pay and allowances, equal opportunities and diversity, conduct and discipline rules, health and safety policy, career break scheme, fraud policy and smoking policy. The Handbook is updated annually.	http://www.publications.parliament.uk/pa/ld/ldhaindbk.htm	Free
House of Lords Business Plan	A description of how the Administration will provide effective and responsive services for the House and its members. Also includes the objectives within the Strategic Plan, which aims to provide a clear framework for the activities of the House Administration.	http://www.publications.parliament.uk/pa/ld/ldbuisplan.htm	Free

5. Our policies and procedures

Business of the House

Information	Description	Web-link	Charge
<i>House of Lords Procedure and Practice – a guide for Members</i>	<p><i>A short guide for Members containing information about the essential features of procedure and practice in the House of Lords.</i></p> <p><i>A paper copy can be obtained from the House of Lords Information Office. (Tel: 020 7219 3107, e-mail: hinfo@parliament.uk).</i></p>		Free

House of Lords Administration

House of Lords Staff Handbook	The Staff Handbook applies to all staff of the House and provides information on most matters relating to conditions of service. It includes pay and allowances, equal opportunities and diversity, conduct and discipline rules, health and safety policy, career break scheme, fraud policy and smoking policy. The Handbook is updated annually.	http://www.publications.parliament.uk/pa/ld/ldhandedbk.htm	Free
Job vacancies	Details of current externally-advertised job vacancies for the House of Lords Administration.	http://www.parliament.uk/useful/job_opportunities.cfm#VacanciesLords	Free

House of Lords Administration (continued)

Information	Description	Web-link	Charge
Procedures for responding to Freedom of Information Requests	Internal procedures for responding to Freedom of Information Requests received by the House of Lords.	http://www.parliament.uk/mps-lords-and-offices/offices/commons/commons-foi/guidance/	Free
Records Management Policy	The Records Management Policy sets out practices which both Houses must follow for the creation, management and disposal of their records irrespective of the media on which they are held, and describes the arrangements which shall be followed in reviewing records and either destroying them or transferring them to the Parliamentary Archives.	http://www.parliament.uk/parliamentary_publications_and_archives/records_management_in_parliament.cfm	Free
Authorised Records Disposal Practice	The Authorised Records Disposal Practice (ARDP) constitutes the official policy on the retention and disposal of Parliamentary records.	http://www.parliament.uk/parliamentary_publications_and_archives/records_management_in_parliament.cfm	Free
Parliamentary Archives Collection and Acquisition Policy	Statement of collecting policy for the Parliamentary Archives.	http://www.parliament.uk/business/publications/parliamentary-archives/archives-overview-holdings/	Free

Customer service

Information	Description	Web-link	Charge
Performance objectives	Performance objectives are identified in Business Plans and Annual Reports.	http://www.publications.parliament.uk/pa/ld/ldbuisplan.htm http://www.publications.parliament.uk/pa/ld/ldlordsrep.htm	Free
Comments form on website		http://www.parliament.uk/site-information/contact-us/	Free

6. Lists and registers

Business of the House

Registers

Information	Description	Web-link	Charge
Register of Lords' Interests	The Register records consultancies, or any similar arrangements whereby Members of the House of Lords accept payment or other incentive or reward for providing parliamentary advice or service, any financial interests of Members in businesses involved in parliamentary lobbying on behalf of clients, and any other particulars which Members wish to register relating to matters which they consider may affect public perception of the way in which they discharge their parliamentary duties. The Register is published annually, and is updated between annual editions on a weekly basis.	http://www.publications.parliament.uk/pa/ld/ldreg.htm	Free
Register of Interests of Lords Members' Staff	Register of Interests of Lords Members' Staff.	http://www.publications.parliament.uk/pa/ld/ldsec/ret/memi01.htm	Free

Registers (continued)

Information	Description	Web-link	Charge
Register of Hereditary Peers	The House of Lords Act 1999 disqualified all hereditary peers for membership of the House, but excepted from this general exclusion ninety hereditary peers and the holders of the offices of Earl Marshal and Lord Great Chamberlain. Section 2(4) of the 1999 Act and Standing Order 10 provide for a vacancy among any of the ninety excepted hereditary peers to be filled by means of a by-election. Paragraph (5) of Standing Order 10 requires the maintenance and annual publication of a register of hereditary peers (other than peers of Ireland) who wish to stand in any such by-election. Published annually.	http://www.publications.parliament.uk/pa/ld/ldellect.htm	Free

House of Lords Administration

Asset registers

Information	Description	Web-link	Charge
Portcullis Catalogue	A catalogue containing descriptions of the unique records held by the Parliamentary Archives.	http://www.parliament.uk/parliamentary_publications_and_archives/parliamentary_archives/archives_catalogue.cfm	Free

Register of gifts and hospitality provided to senior staff of the House of Lords Administration

Information	Description	Web-link	Charge
Register of gifts: staff policy	The policy is included in the House of Lords Staff Handbook.	http://www.publications.parliament.uk/pa/ld/ldhaindbk.htm	Free
Gifts and hospitality received by members of the Management Board.	Information on gifts and hospitality received by Management Board members over £25. Published quarterly by financial year.	http://www.parliament.uk/business/lords/how-the-lords-is-run/lords-Administration/house-of-lords-management-board/lords-management-board-gift-and-hospitality-register/	Free

Members' hospitality and banqueting events held in the House of Lords

Information	Description	Web-link	Charge
Use of banqueting facilities by Members of the House of Lords.	A list of banqueting events sponsored by Members of the House of Lords published quarterly.	http://www.parliament.uk/mps-lords-and-offices/standards-and-interests/private-events/	Free

Logs

Information	Description	Web-link	Charge
Freedom of Information Request log	The log includes a description of the information requested and a summary of the outcome including any exemptions relied upon.	http://www.parliament.uk/parliamentary_publications_and_archives/freedom_of_information_in_the_house_of_lords/log.cfm	Free

7. The services we offer

In addition to meeting the needs of the House and its committees, the House of Lords Administration provides a number of services aimed at making the House and its work accessible to the public.

Visitor, Information, Education and Archives Services

Information	Description	Web-link	Charge
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Information	Description	Web-link	Charge
Visitor Information	<p>The House of Lords produces a range of visitors' guides and information sheets, including 'A Guide for Visitors', a booklet to help visitors to the House of Lords gallery understand what is happening on the floor of the House, outlining different types of business, when it takes place and how it is carried out. A paper copy can be obtained from the House of Lords Information Office. (Tel: 020 7219 3107, e-mail: hinfo@parliament.uk).</p> <p>Note: Some guides and information sheets are available on the parliamentary website. More detailed guides are available for purchase.</p>	http://www.parliament.uk/about/visiting.cfm	Website: Free. Paper: Variable – contact the Information Office for further details.
Virtual tours	A series of virtual tours are being developed and made available on the parliamentary website.	http://www.parliament.uk/about/visiting/onlinetours.cfm	Free
Public Information Briefings	The House of Lords currently produces a series of briefings relating to its history and role.	http://www.parliament.uk/directories/house_of_lords_information_office/bplist.cfm	Free
Press Notices	Press notices are issued by individual investigative and legislative select committees.	http://www.parliament.uk/parliamentary_committees/ctteepnlist.cfm#Lords	Free

Visitor, Information, Education and Archives Services (continued)

Information	Description	Web-link	Charge
Education Unit Publications	The Parliamentary Education Unit provides services for students and teachers on behalf of both Houses of Parliament. It produces a range of printed and audio visual material explaining the work of Parliament.	http://www.parliament.uk/education/online-resources/printed-resources.htm	Free
Parliamentary Archives	The historical records of the House of Lords. Most records are available for general access but some are closed in whole or in part because information they contain may be exempt information under the Freedom of Information Act or the Environmental Information Regulations. Closures are usually indicated in Portcullis, the online catalogue, and will be reviewed on request. The Parliamentary Archives does not undertake detailed research for enquirers but can provide the names of independent researchers who do this on payment of a fee to be agreed with the enquirer. Enquiries and requests for review of closed House of Lords records should be sent to the Parliamentary Archives	http://www.parliament.uk/business/publications/parliamentary-archives/	Free for access to documents produced in the public search room. Fees are charged for the copying and despatch of documents.

House of Lords Library and POST Briefing Notes

The House of Lords Library and the Parliamentary Office of Science and Technology prepare briefing notes for Members.

Information	Description	Web-link	Charge
Library Notes	An occasional series prepared for Members of the House of Lords and dealing with topics of current interest and designed to assist Members in carrying out their parliamentary work. The Library Notes are politically impartial and include both factual information and summaries of opinion on the subject. Some are published online; others are available on request. Paper copies are available from the House of Lords Library (Tel: 020 7219 5242).	http://www.parliament.uk/publications/research/lords_library.cfm	Free.
POST briefing notes	A range of publications produced by the Parliamentary Office of Science and Technology, whose role is to provide objective analysis of science and technology based issues of relevance to Parliament. The Parliamentary Office of Science and Technology serves both Houses of Parliament.	http://www.parliament.uk/parliamentary_offices/post/pubs.cfm	Website: Free. Paper: Variable – contact the Parliamentary Bookshop for further details.

Details of the services for which the House is entitled to recover a fee together with those fees

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Copying of documents / Use of Images from the Parliamentary Archives

Information on the Parliamentary Archives' reprographic services is available at; http://www.parliament.uk/parliamentary_publications_and_archives/parliamentary_archives/reprographic_services.cfm

Certification of documents

Copies certified by the Clerk of the Parliaments as a true copy of the original record. Information is available at <http://www.parliament.uk/documents/upload/3.6%2E2%20Advanced%20copying%20charges%20current%20Apr%202007%20logo%2Epdf>

Media Use

Information and terms and conditions for media use of the Parliamentary Archives is available at; http://www.parliament.uk/parliamentary_publications_and_archives/parliamentary_archives/archives_media.cfm

Facility Fees

A Facility Fee for filming/recording in the House of Lords may be charged. Details of any payment will be agreed before a permit is issued.

Information Rights Requests - Photocopying and Disbursements

The House of Lords reserves the rights to charge for photocopying and disbursements when responding to information rights requests in accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.