



TREASURY SOLICITOR'S DEPARTMENT PUBLICATION SCHEME

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PART 1: INTRODUCTION

1 Role of the Department

- 1.1 The Treasury Solicitor¹ heads a department which is responsible for providing legal advice to, and conducting litigation for, many other government departments and a range of public bodies. It also deals, in England and Wales (but excluding the Royal Duchies of Cornwall and Lancaster), with “bona vacantia”, that is property that passes to the Crown in the absence of any other owner, for example the estates of people who have died without making a will and without leaving any heirs. The office of the Treasury Solicitor's Department (the Department), which was established in the 17th century, is a non-ministerial Government Department, which since 1996 has operated as an Executive Agency.
- 1.2 The Treasury Solicitor is also the Head of the Government Legal Service (GLS). The GLS embraces over 1600 lawyers (including Trainee Solicitors and Pupil Barristers) employed in about 40 Government organisations, ranging from the Treasury Solicitor's Department itself to Departments of State, such as the Home Office, the Department of Trade and Industry, Department for the Environment, Food and Rural Affairs to Agencies and other public bodies, such as the Office of Fair Trading. The GLS Secretariat, which is part of the Department, arranges recruitment to the GLS, and supports lawyers in the GLS in the development of their careers.
- 1.3 The Treasury Solicitor is accountable to the Attorney General and the Solicitor General (who are Government Ministers) and accounts to Parliament for expenditure by the Legal Secretariat to the Law Officers (which provides advice and support to the two Ministers), and also Her Majesty's Crown Prosecution Service Inspectorate. However, both organisations operate independently of the Department and have their own Publication Schemes. If you would like to find out more about the Attorney General's and the Solicitor General's responsibilities please see the website of the Legal Secretariat to the Law Officers, at www.lso.gov.uk.

2 Freedom of Information Act 2000: Introduction

- 2.1 The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A ‘public authority’ is defined in the Act, and includes central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities. This definition, therefore, includes the Department. Section 1 of the Act came into force on 1 January 2005, and gives members of the public the right to make specific requests for information held by public authorities covered by the Act.

¹ Her full title is “H. M. Procurator General and Treasury Solicitor”. The Treasury Solicitor Act 1876 deals with the office of the Treasury Solicitor.

3 Publication Scheme: Introduction

- 3.1 This document sets out the Department's Publication Scheme. All government departments, and many other public bodies, are required by section 19 of the Freedom of Information Act 2000 to draw up a Publication Scheme. The purpose of our Scheme is to identify classes of information, which are (or which will be) published so that the information is readily available to the public.
- 3.2 This Scheme is available at www.tsol.gov.uk and is also available free of charge by telephoning our Freedom of Information Officer, Patrick Driscoll on 020 7210 3000, and by e-mail or by post. Contact foi@tsol.gsi.gov.uk, or write to:

The Freedom of Information Officer
Treasury Solicitor's Department
One Kemble Street London
WC2B 4TS.

4 How to Use our Publication Scheme

- 4.1 The classes of information we intend to publish are grouped by subject under broad topics, which describe the type of information you can expect to find under our Publication Scheme and to help you to find the information you are looking for. Within each broad topic area there are identifiable classes of information that the Department publishes or intends to publish. We decided to adopt this format because we felt it would be easier for you to use than a Scheme organised in any other way, such as one based on our organisational structure.
- 4.2 The broad topics into which we have grouped classes of information in this scheme are:
12. The Department as an Organisation;
 13. Government Legal Service;
 14. Boards, Committees and Working Groups;
 15. Plans and Strategy;
 16. Recruitment, Vacancies and Development of Staff;
 17. Race Relations and Diversity;
 18. Performance Management, Reporting and Statistics;
 19. Finance and Audit;
 20. Internal Guidance and Procedures;
 21. Complaints Procedures;
 22. Procurement;
 23. Information Management, Freedom of Information and Data Protection.
- 4.3 The classes describe one or more documents setting out formal information, policy or conclusions on the subject indicated.
- 4.4 Under each class there can be found:
- A brief description of the information available within the class;

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- An indication of how the information is made available (for example, on a web-site, or by e-mail or by post);
 - Details of any charges for providing the information;
 - Some classes also include additional information under 'Notes' to help you.
- 4.5 The information published through our Scheme will be provided either through the various government web-sites that are referred to in our Scheme, other organisations such as Her Majesty's Stationery Office, or by direct request to us by e-mail or by post, as described under each class of information.
- 4.6 The address for all e-mail requests for information under the Scheme is foi@tsol.gsi.gov.uk To request information under the Scheme by telephone ring 020 7210 3000 and ask for our Freedom Information Officer, Patrick Driscoll. The address for all postal requests is:
- The Freedom of Information Officer
Treasury Solicitor's Department
One Kemble Street London
WC2B 4TS.
- 4.7 Information included in our Scheme that is requested by e-mail or by post will be sent to you within twenty working days of the request. If this is not possible for any reason, we will contact you within this time period to let you know when the information will be sent to you.
- 4.8 Information provided by e-mail will, in the case of larger documents, be zipped (compressed) on request to improve speed of access.
- 4.9 Information on our websites may be downloaded without the need to make any payment to the Department.
- 4.10 There will be a charge for providing some of the information included in our Scheme. This is indicated under the relevant class, and generally relates to information we publish through HMSO. Details of HMSO publications and HMSO's charging policy can be found at www.hmso.gov.uk. Any charges payable under the Scheme will need to be paid in advance.
- 4.11 Unless otherwise indicated, information published under the Scheme may be copied for personal use without the need to make any payment to the Department. If more than one copy is requested by post, charges may be made for the extra copies to cover photocopying and postage. We will advise you of this on receipt of your request.
- 4.12 Requests for information in other forms, such as audio cassette, will be considered sympathetically, and availability will depend upon relevant factors such as the reason for the request and the resources available to the Department.

- 4.13 Publication of some documents (such as the minutes of meetings) may be delayed to allow this to take place without disclosure of sensitive information.
- 4.14 This Publication Scheme is not retrospective. We, therefore, do not undertake to publish information held by us, which predates 30 November 2002.

5 Retention Policy for Published Information

- 5.1 Our policy about keeping information in our possession is, in general terms, to retain the information for as long as it remains relevant to our business activities. Further details of our retention policy can be found under the broad topic, Information Management, Freedom of Information and Data Protection at 23 below, and at www.tsol.gov.uk. However, because we retain records in line with our responsibilities under the Public Records Acts 1958 and 1967, some records are retained for longer than the periods set out in our retention policy, and some may be kept for permanent preservation in the National Archive at the Public Record Office.

6 Information not Included in our Publication Scheme

- 6.1 Publication Schemes are intended to encourage public organisations to be proactive in making information they hold more readily available to the public and to develop a culture of greater openness. However, not all of the information held by the Department can or should be included in the Scheme.
- 6.2 Information which is, for any reason, of a sensitive nature is not likely to be made available to the public in general. For example, because the Department gives legal advice and conducts legal proceedings, some information held by the Department is confidential just as information held by private lawyers is confidential.
- 6.3 Information which is sensitive or confidential, for example because it relates to security matters, or consists of advice given to our clients, is not included in our Scheme, nor is information which would be exempt under Part II of the Act. Such information may be edited out of documents published under the Scheme.
- 6.4 The Information Commissioner has power under section 52 of the Act to take action against a public authority for failing, amongst other things, to comply with the requirements of the Act relating to publication schemes.
- 6.5 From 1 January 2005, members of the public have the right under the Freedom of Information Act 2000 to make a specific request for information about the public bodies covered by the Act. (The Data Protection Act 1998 already broadly allows individuals to obtain information about themselves.)

7 Where to Find More Information

- 7.1 The Legal Secretariat to the Law Officers has a separate Publication Scheme, that can be seen at www.lso.gov.uk, or a copy of which can be requested by

post from the Freedom of Information Officer, LSLO, 9 Buckingham Gate, London SW1E 6JP or by e-mail from lslo@gtnet.gov.uk.

- 7.2 Her Majesty's Crown Prosecution Service Inspectorate also has its own Publication Scheme, that can be seen at www.hmcpsi.gov.uk or a copy of which can be requested from the Freedom of Information Officer, HMCPSI, 26-28 Old Queen Street, London, SW1H 9HP or by e-mail from info@hmcpsi.gov.uk.
- 7.3 Information relating to other Government Departments can be found on the Government Information website at www.ukonline.gov.uk.
- 7.4 Another helpful link is to the Government's Information Asset Register, which can be found at www.inforoute.hmso.gov.uk. This lists information held by the UK Government, some of which may be available to the public. This register focuses primarily on unpublished information held by Government Departments. The Information Asset Register can help you to identify information departments hold, how useful that information is and help you to access it. A guidance note on this Register can be found at www.hmso.gov.uk/guides.htm. We have contributed towards the Information Asset Register.

8 Responsibilities

- 8.1 The person responsible at senior level for our Publication Scheme is the Department's Director of Corporate Strategy.
- 8.2 The person responsible for maintaining our Publication Scheme on a day to day basis is our Freedom of Information Officer, Patrick Driscoll, who can be contacted by e-mail on foi@tsol.gsi.gov.uk or by post at:

Freedom of Information Officer
Treasury Solicitor's Department
One Kemble Street London
WC2B 4TS.

9 Information Commissioner

- 9.1 Responsibility for enforcing the Freedom of Information Act rests with the Information Commissioner, whose role is:
- to promote good practice;
 - to approve and assist in the preparation of publication schemes;
 - to provide information about the public's rights under the Act; and
 - to enforce compliance with the Act.
- 9.2 Further information about the role of the Information Commissioner can be found at www.informationcommissioner.gov.uk. The Information Commissioner can also be contacted at:
- Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

Information Line: 01625 545745
Switchboard: 01625 545700
Fax: 01625 524510
e-mail: data@dataprotection.gov.uk.

10 Copyright

- 10.1 Publications included within our Publication Scheme are subject to Crown Copyright. Generally speaking, material may be reproduced for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted. For any other use or if in doubt, further information and guidance notes on publishing and copyright are available from:

HMSO Licensing Division
St Clements House
2-16, Colegate
Norwich
NR3 1BQ
www.hmso.gov.uk/copy.htm
www.hmso.gov.uk/guides.htm.

11 Feedback and complaints

- 11.1 We welcome feedback on our Publication Scheme. Comments will be considered and taken into account when reviewing and developing the Scheme. In addition, with the individual right of access to information which came into force on 1 January 2005, we can use the experience we gain from requests for access to develop our Publication Scheme further.

- 11.2 Please send your comments to:

Freedom of Information Officer
Treasury Solicitor's Department
One Kemble Street London
WC2B 4TS

Or by e-mail to:
foi@tsol.gsi.gov.uk

- 11.3 If you are dissatisfied with any aspect of our Publication Scheme, or with the way in which we may have handled any request for access to information included in it please follow the guidance 'How to make a complaint' that is set out under the broad topic 'Complaints' at 21 in the Scheme.
- 11.4 We will review our Publication Scheme annually, and will consider if there is any new information that should be added to it. This will be coordinated by

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our Freedom of Information Officer, who will liaise with all parts of the Department. We will make use of any feedback we have received from users of our Scheme, and will consider public interest using specific requests for information to inform this review of our scheme.

Part 2: PUBLICATION SCHEME

Any requests for information should be made:

By e-mail to foi@tsol.gsi.gov.uk; or

By telephone to Freedom of Information Officer, Patrick Driscoll on 020 7210 3000;
or

By post to:

The Freedom of Information Officer
Treasury Solicitor's Department
One Kemble Street London
WC2B 4TS.

12 The Department as an Organisation

12.1 Description

Agency Framework Document.

Availability

At www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

The framework under which Department operates, as agreed with the Attorney General, the Cabinet Office and the Treasury.

12.2 Description

An overview of the services provided by the Treasury Solicitor and how it is organised is contained in the 'Law at the Heart of Government' brochure that describes the expertise of each division and points of contact.

Availability

At www.tsol.gov.uk; by e-mail; by post; or request by telephone. Bona Vacantia's contact details are also available at www.bonavacantia.gov.uk.

Cost

Free of charge.

12.3 Description

Quinquennial Review Report

Availability

www.tsol.gov.uk; by e-mail; by post; or by request by telephone.

Cost

Free of charge.

Notes

As it operates as an Executive Agency, the Department is reviewed every five years to assess its effectiveness. We will publish the first such report, which was completed in 2001.

12.4 Description

The Bona Vacantia Division's mission statement, stakeholders, aims and objectives.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

13 Government Legal Service

13.1 Description

An outline description of the Government Legal Service and its work.

Availability

At www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

A more limited overview can also be found on the Government Legal Service recruitment website at www.gls.gov.uk

13.2 Description

Details of the purpose, aims and objectives of the Government Legal Service Secretariat.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

13.3 Description

Details of current vacancies in the Government Legal Service that have been advertised externally.

Availability

www.gls.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

This covers all current vacancies in the Government Legal Service advertised externally through schemes run by the Government Legal Service Secretariat. Please note that departments can advertise for posts independently and such vacancies will not be included here.

13.4 Description

Government Legal Service Training and Development Brochure.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

A brochure containing training and development opportunities for government lawyers.

13.5 Description

An annual position report on staffing in the Government Legal Service.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Available from March onwards covering the previous year. The report presents facts and figures on staffing in the Government Legal Service as at the end of the previous year. It includes, among other things, information on recruitment, leavers and diversity.

14 Boards, Committees and Working Groups

14.1 Description

List of the main Boards, Committees and Working Groups inside the Department.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

The list sets out the terms of reference and frequency of meetings. With the exception of the Supervisory and Executive Boards and the Audit Committee, the names of individual members of the Boards, Committees and Working Groups in the list are not published.

14.2 Description

Agenda and minutes of the Supervisory Board's meetings

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

The Supervisory Board's role is to exercise a supervisory role over the Department's activities, plans, projects and proposals and to approve strategies and policies. The minutes are published two months after each meeting. Generally, these will be available for five years.

15 Plans and Strategy

15.1 Description

The Department's Corporate Plan for the next three years.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

This document sets out the Department's longer-term strategy, aims and objectives, forecasts of income, expenditure, key performance indicators and milestones for the following three years. The current Corporate Plan is for the period 2003-2006.

15.2 Description

The Department's Annual Business Plan.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Sets out the Department's strategy, aims and objectives, forecast income and expenditure, key performance indicators and milestones for the year.

15.3 Description

The Service Delivery Agreement for the Department.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Top-level aims, objectives and performance indicators in respect of the Department's Parliamentary Estimate.

15.4 Description

e-Business Strategy.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Sets out the Department's Strategy for making use of technology for the conduct of its business and provision of services electronically. It sets out how the Agency aims to meet the e-Government aspects of the Modernising Government agenda.

16 Recruitment and Development of Staff

16.1 Description

All legal vacancies in the Department that have been advertised externally.

Availability

www.gls.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Only vacancies open to external candidates are published can be found on the Government Legal Service recruitment website at www.gls.gov.uk.

16.2 Description

Annual Training and Development Plan for the Department.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

A high level plan of training and development priorities based on the priorities identified by the Supervisory Board.

17 Race Relations and Diversity

17.1 Description

Scheme to promote race equality in the Department.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

17.2 Description

Diversity Statement

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

The Department's policy statement in respect of valuing the diversity of its staff. The statement is also included in class 17.1, the scheme to promote race equality in the Department.

17.3 Description

The Department's Diversity Group Action Plan

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge

Notes

Sets out the plan for monitoring diversity issues in the Agency, including in the areas of recruitment, training and development, and compliance with the Race Relations Amendment Act.

18 Performance Management, Reporting and Statistics

18.1 Description

The Department's Annual Report.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge from the website. By post in line with The Stationery Office charging policy.

Notes

Annual report on the progress made by the Department against the business and corporate plans for the previous year.

18.2 Description

The Department's Spring Departmental Report to Parliament.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone. Also available from The Stationery Office (contact details at www.tso.uk).

Cost

Free of charge from the website. By post in line with The Stationery Office pricing policy.

Notes

Annual report to Parliament on the work, performance and expenditure of the Department, the Legal Secretariat to the Law Officers and Her Majesty's Crown Prosecution Service Inspectorate.

19 Finance and Audit

19.1 Description

Annual Accounts of the Department.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone. Also available from The Stationery Office (contact details at www.tso.uk).

Cost

By post in line with The Stationery Office pricing policy.

19.2 Description

Annual Resource Accounts

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

The Annual Resource Accounts include the Department, Legal secretariat to the Law Officers and Her Majesty's Crown Prosecution Service Inspectorate.

19.3 Description

Sources of income and expenditure (supply grant etc).

Availability

By post from The Stationery Office (contact details at www.tso.uk).

Cost

In line with The Stationery Office pricing policy.

Notes

These are shown in supply estimates for the current financial year. The information is also shown in the Department's Annual Report and Accounts.

19.4 Description

Payment Policy and Performance.

Availability

By post from The Stationery Office (contact details at www.tso.uk).

Cost

In line with The Stationery Office pricing policy.

Notes

This information is included in the Departmental Report on Law Officers Departments, laid before Parliament as a Command Paper.

19.5 Description

Annual Audited Financial Accounts for the Bona Vacantia Division.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

The Crown's Nominee Account is independently audited and laid before Parliament towards the end of July each year. Sources of income for the Bona Vacantia Division and details of money surrendered to the Consolidated Fund are included in the Crown's Nominee Account.

20 Internal Guidance, Policies and Procedures

20.1 Description

Staff Handbook

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

This is an internally produced document, setting out our policies and procedures relating to personnel management, terms and conditions of employment, information technology, and security. Some of the policies are summarised versions of policies included in this publication scheme.

20.2 Description

Risk Management Policy.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Outlines the Department's approach to risk management.

20.3 Description

Green Housekeeping Policy Statement.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Sets out the Department's standards for Green Housekeeping to minimise the impact of its business activities on the environment, with practical suggestions staff can adopt, to meet the policy and help protect the environment.

20.4 Description

Green Transport Plan.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Sets out the Department's plan to minimise the environmental impact of staff business travel and travel to and from work.

20.5 Description

Health and Safety Policy Statement

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

20.6 Description

Guidance on handling Parliamentary Questions

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

This document sets out the procedure for handling and responding to Parliamentary Questions about the Department.

20.7 Description

Guidance on responding to correspondence from Members of Parliament

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

See 20.6 for our guidance on handling Parliamentary Questions.

20.8 *Description*

Litigation Manual.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Internally produced guidance for Litigation Division's staff on the practice of litigation in the Litigation Division.

20.9 *Description*

The Bona Vacantia Division's guide to practice in dissolved company cases.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

This procedural guide is produced internally for the use of Bona Vacantia Division when handling dissolved company cases.

20.10 *Description*

The Bona Vacantia Division's guide to practice in estates cases.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

This procedural guide is produced internally for the use of the Bona Vacantia Division when handling estates cases.

20.11 *Description*

The Bona Vacantia Division's guidelines summarising the circumstances in which the assets of dissolved companies vest in the Crown and the role of the Department in these.

Availability

www.bonavacantia.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

20.12 *Description*

The Bona Vacantia Division's guidelines summarising the procedure when selling, disclaiming or otherwise dealing with the assets of dissolved companies.

Availability

www.bonavacantia.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

20.13 Description

The Bona Vacantia Division's guidelines in relation to discretionary grants in companies' cases.

Availability

www.bonavacantia.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Sets out the circumstances in which discretionary grants are available in companies' cases, including how to apply, financial limits and the conditions which need to be satisfied.

20.14 Description

The Bona Vacantia Division's guidelines summarising the circumstances in which the estates of people who die without leaving a will or any relatives entitled to inherit their estates pass to the Crown (including the role of the Department).

Availability

www.bonavacantia.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

20.15 Description

Formal policy on the handling of Vexatious Litigants cases

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

The Department acts for the Attorney General in the conduct of Vexatious Litigants cases.

21 Complaints Procedures

21.1 Description

The Department's policy and procedure for handling external complaints.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

21.2 Description

Guidance on how to make a complaint to the Department, and each of its divisions.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

21.3 *Description*

Guidance on how to make a complaint to the Bona Vacantia Division, and the Division's policy on handling a complaint.

Availability:

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

22 Procurement

22.1 *Description*

How to apply, as a solicitor or other agent, to be approved to carry out work on behalf of the Department.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Only solicitors and agents approved to carry out work on behalf of the Department or those specifically nominated by the Treasury Solicitor will be instructed.

22.2 *Description*

List of Panel Counsel on A, B, C and Provincial Panels.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

These lists name barristers who have been approved for carrying out work on behalf of Government. The Department maintains the lists on behalf of the Attorney General, who retains the right to nominate counsel. The separation of the list into the three panels A, B and C, reflects the seniority of those on the list, in terms of years in practice. Panel A, being made up of the most senior counsel, and C being the most junior. The Provincial Panel lists approved Counsel in chambers outside London.

22.3 *Description*

Guidance on how to apply for inclusion in the lists of Panel Counsel

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Note

Please see class 22.3 in this Publication Scheme for an explanation of the Panel Counsel system.

22.4 Description

List of contracts awarded by the Department.

Availability

By e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Shows the services contracted, successful contractor and period of contract in respect of contracts for services and goods, awarded by the Department, but excluding the services of solicitors, agents and counsel. The list shows only those contracts with a value of over £30,000.

22.5 Description

eRIK Procurement Material.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone

Cost

Free of charge.

Notes

Shows the Business Case, the Evaluation Model, and the Statement of Requirements (6 volumes) for an Electronic Document and Records Management system.

23 Information Management, Freedom of Information and Data Protection

23.1 Description

Records Management Manual.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Sets out the Department's standard for records management, and provides advice on meeting the standard and guidance on records management procedures. It aims to assist the Agency to comply with legislation surrounding information.

23.2 Description

Retention Policy for records generated by the Department in the course of its business.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

23.3 Description

Code of Practice on Data Protection.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of charge.

Notes

Sets out the Department's Code of Practice for complying with the Data Protection Act 1998.

23.4 *Description*

Decisions of the Information Commissioner and the Parliamentary Ombudsman in relation to the Freedom of Information Act 2000 and the Data Protection Act 1998 in respect of the Department.

Availability

www.tsol.gov.uk; by e-mail; by post; or request by telephone.

Cost

Free of Charge.

Notes

If there is nothing published on our web site under this heading no information has been created in this class.