

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Aberdeenshire Council has adopted the Model Publication Scheme 2013 produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/MPS or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Aberdeenshire Council holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced (but not re-used - see below) without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may however contain information where the copyright holder is not Aberdeenshire Council. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

Re-Use of Public Sector Information

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to Aberdeenshire Council to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please refer to the contact details on the front page.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/advice/psi-regulations/index.htm>. We can provide you with a copy of this information if you do not have internet access.

Charges

Unless a charge is otherwise indicated, all information contained in the scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

If payment is required for the information you want, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

We do not charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We may charge for providing information in paper copy or computer disc / alternative formats. Aberdeenshire Council is mindful of its obligations under equality legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

Reproduction costs	
Black and white copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats	
Computer discs	£1 per CD-Rom / DVD

Postage	
Charged at the cost to the Council of sending the information by first class post	

There are a small number of pre-printed publications for which Aberdeenshire Council makes a charge, for example the statutory Local Development Plan. These publications will be charged according to how much it actually cost the Council to have them professionally printed. For example, if the Council has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the Council is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report – plus actual postage costs, as set out in the above table – but no more than this.

Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Freedom of Information

Aberdeenshire Council,

Woodhill House,

Westburn Road,

Aberdeen AB16 5GB

Email: foi@aberdeenshire.gov.uk

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: About Aberdeenshire Council
Class description: Information about Aberdeenshire Council, who we are, where to find us, how to contact us, how we are managed and our external relations.
The information we publish under this class
General information about the authority <ul style="list-style-type: none">- Authority name, address and contact details for headquarters and principal offices.

- Organisational structure, roles and responsibilities of senior officers.
- Business opening hours.
- Contact details for customer care and complaints functions.
- Customer codes or charters.
- Contact details and advice about how to request information from the authority.
- Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004.

How the authority is run

- Description of governance structure, Board, committees and other decision-making structures.
- Names and contact details of provost and councillors, affiliations to political parties, committee membership and other special interests.
- Information on directorates, operational services and departments etc., including structure charts.
- Governance policies, including standing orders, code of conduct and register of interests.

Corporate planning

- Vision statement.
- Corporate plans and strategies.
- Corporate policies, e.g., health and safety, equality, sustainability.
- Strategic planning processes.

External relations

- Accountability relationships, including reports to regulators.
- Internal and external audit arrangements.
- Subsidiary companies (wholly and part owned) and other significant financial interests.
- Strategic agreements with other bodies.

CLASS 2: How We Deliver Our Functions And Services

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class

Functions

- Description of functions, including statutory basis for them, where applicable.
- Strategies, policies and internal staff procedures for performing statutory functions.
- How to apply for a licence, warrant, grant, etc. from the Council.
- How to report a concern.
- Reports of the authority's exercise of its statutory functions.
- Statutory registers (NB not if inspection-only).
- Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc.

Services

- List of services, including statutory basis for them, where applicable.
- Service policies and internal staff procedures, including allocation, quality and standards.
- Service schedules and delivery plans.
- Information for service users, including how to access the services.
- Service fees and charges, including bursaries.

CLASS 3: How We Take Decisions And What We Have Decided

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class

Decision making

- Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings.
- Public consultation and engagement strategies.
- Reports of regulatory inspections, audits and investigations carried out by the authority.

CLASS 4: What We Spend And How We Spend It

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class

Financial statements, including annual accounts, any regular statements e.g.

quarterly budget statements.
Financial statements required by statute.
Financial policies and procedures for budget allocation.
Budget allocation to key policy / function / service areas.
Purchasing plans and capital funding plans.
Financial Regulations.
Expenses policies and procedures.
Senior staff / elected member expenses at category level e.g., travel, subsistence and accommodation.
Elected member remuneration other than expenses.
Pay and grading structure (levels of pay rather than individual salaries).
Investments, summary information about endowments, investments and authority pension fund.
Funding awards available from the authority, how to apply for them and funding awards made by the authority.

CLASS 5: How We Manage Our Human, Physical And Information Resources

Class description:

Information about how we manage the human, physical and information resources of Aberdeenshire Council

The information we publish under this class

Human resources

- Strategy and management of human resources.
- Staffing structure.
- Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records.
- Employee relations structures and agreements reached with recognised trade unions and professional organisations.

Physical resources

- Management of the authority's land and property assets, including environmental/sustainability reports.
- Description of the authority's land and property holdings.
- Estate development plans.
- Maintenance arrangements.

Information resources

- Records management policy, including records retention schedule.

- Information governance / asset management policies and procedures.
- Knowledge management policies and procedures.
- List of statistical information published by the authority.
- Freedom of information policies and procedures.

CLASS 6: How We Procure Goods And Services From External Providers

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class

Procurement policies and procedures.

Invitations to tender.

List of contracts which have gone through formal tendering, including name of supplier, period of contract and value.

CLASS 7: How We Are Performing

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services

The information we publish under this class

External reports e.g., annual report, performance statements required by statute.

Performance indicators and performance against them.

CLASS 8: Our Commercial Publications

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

How to access information available through the Model Publication Scheme 2013

The information we publish through the model scheme is, wherever possible, available on our website at www.aberdeenshire.gov.uk

The Council provides a guide to the information we publish in the following formats:

- As an [A-Z index](http://www.aberdeenshire.gov.uk/index/index.asp) - <http://www.aberdeenshire.gov.uk/index/index.asp>
- Through the Council's detailed [site map](http://www.aberdeenshire.gov.uk/sitemap/index.asp) - <http://www.aberdeenshire.gov.uk/sitemap/index.asp>

If you can't find what you are looking for, please contact us:-

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Aberdeenshire Council,
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Aberdeen AB16 5GB**

Email: foi@aberdeenshire.gov.uk