

SHETLAND ISLANDS COUNCIL

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.

Shetland Islands 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 our website at www.shetland.gov.uk 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

Shetland Islands 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 Shetland Islands 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 Shetland Islands 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 contact Mrs Anne Cogle, Team Leader – Administration. Contact information can be found on page 4 of this guide.

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 within our 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.

In the event that a 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 make any charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We reserve the right to impose charges for providing information in paper copy or computer disc / alternative formats. Shetland Islands Council is mindful of its obligations under equality and anti-discrimination 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 (amend charges if required)	
Black and white copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats (amend charges if required)	
Computer discs	£1 per CD-Rom / DVD
(Insert others if required)	
Postage	
Charged at the cost to the Council of sending the information by first class post	

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:

Shetland Islands Council
8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ
E-mail: administrative.services@shetland.gov.uk

Telephone: 01595 744554

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

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.

If you cannot find the information you are looking for you can try our A to Z function at www.shetland.gov.uk

CLASS 1: ABOUT SHETLAND ISLANDS COUNCIL

Class description:

Information about Shetland Islands 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	How to access it
General information about the Authority	<p>About Us http://www.shetland.gov.uk/about_how_we_work/</p> <p>Contact Us http://www.shetland.gov.uk/about_contact_us/</p> <p>Our Structure http://www.shetland.gov.uk/about_our_structure/</p> <p>Community Care http://www.shetland.gov.uk/community_care/</p> <p>Children's Services http://www.shetland.gov.uk/childrens_resources/</p> <p>Development Services http://www.shetland.gov.uk/community_planning_dev/</p> <p>Infrastructure Services http://www.shetland.gov.uk/transport/</p>

	<p>Council Management http://www.shetland.gov.uk/coins/management.asp</p> <p>Comments and Complaints http://www.shetland.gov.uk/comments_complaints/default.asp</p> <p>Building Standards Customer Charter http://www.shetland.gov.uk/buildingstandards/Customer_Charter.asp</p> <p>Housing – Tenants Charter http://www.shetland.gov.uk/housing/tenants_charter.asp</p> <p>Freedom of Information http://www.shetland.gov.uk/about_freedom_of_information/</p>
Constitution	<p>Constitution and Governance http://www.shetland.gov.uk/about_how_we_work/constitutionandgovernance.asp</p>

<p>How the Authority is run</p>	<p>Committees http://www.shetland.gov.uk/coins/allCommittees.asp?sort=1&page=0&rec=30</p> <p>Council Calendar http://www.shetland.gov.uk/coins/calendar.asp</p> <p>About Your Councillors http://www.shetland.gov.uk/about_your_councillors/</p> <p>Elected Members http://www.shetland.gov.uk/coins/allMembers.asp?sort=0&page=0&rec=23</p> <p>Council Management http://www.shetland.gov.uk/coins/management.asp</p>
<p>Corporate Planning</p>	<p>Key Plans http://www.shetland.gov.uk/about_performance/</p> <p>Communications Strategy http://www.shetland.gov.uk/about_how_we_work/documents/CommunicationsStrategy2011-agredbyCouncil060711_000.pdf</p> <p>Cultural Strategy http://www.shetland.gov.uk/community_planning_dev/documents/CulturalStrategyDigital.pdf</p> <p>Parenting Strategy http://www.shetland.gov.uk/news-advice/documents/ParentingStrategyConsultationVersionJune2011.pdf</p>

	<p>Equality and Diversity Policy http://www.shetland.gov.uk/about_jobs/documents/EqualityandDiversityPolicyJuly2008.pdf</p> <p>Relocation Policy http://www.shetland.gov.uk/about_jobs/documents/RelocationpolicyCE-49.pdf</p>
External Relations	<p>Orkney and Shetland Valuation Joint Board http://www.shetland.gov.uk/about_finances/</p> <p>Shetland Islands Area Licensing Board http://www.shetland.gov.uk/about_introduction/LegalLicensing.asp</p>

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	How to access it
Functions	<p>Statutory Functions (Part C) http://www.shetland.gov.uk/about_how_we_work/constitutionandgovernance.asp</p> <p>Building Warrants http://www.shetland.gov.uk/buildingstandards/documents.asp</p> <p>Environmental Licences http://www.shetland.gov.uk/environmental_health/DownloadPage.asp</p> <p>Grants http://www.shetland.gov.uk/grants/</p> <p>Liquor Licensing http://www.shetland.gov.uk/about_introduction/LegalLicensing.asp</p> <p>Planning Fees http://www.shetland.gov.uk/buildingstandards/applications.asp</p>
Services	<p>A to Z of Services http://www.shetland.gov.uk/a-z/</p> <p>Benefits Service Plan http://www.shetland.gov.uk/about_benefits/documents/BenefitServicePlan.pdf</p>

Shetland's Integrated Children and Young People's Services Plan 2011-14
http://www.shetland.gov.uk/children_and_families/documents/ShetlandsIntegratedChildrenandYoungPeoplesServicesPlan2011to14.pdf

Children's Services

http://www.shetland.gov.uk/childrens_resources/

Community Care

http://www.shetland.gov.uk/community_care/

Development Services

http://www.shetland.gov.uk/community_planning_dev/

Infrastructure Services

<http://www.shetland.gov.uk/transport/>

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	How to access it
Decision Making	Committee Information Service http://www.shetland.gov.uk/coins/ Community Consultation and Involvement http://www.shetland.gov.uk/communityplanning/community_consultation_involvement.asp Internal Audit http://www.shetland.gov.uk/about_internal_audits/

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	How to access it
Financial information	<p>Overall Financials http://www.shetland.gov.uk/about_finances/default.asp</p> <p>Statement of Accounts http://www.shetland.gov.uk/about_finances/documents/ShetlandIslandCouncilStatementofAccounts201112.pdf</p> <p>Medium Term Financial Plan http://www.shetland.gov.uk/about_finances/documents/MediumTermFinancialPlan.pdf</p> <p>Budget Book http://www.shetland.gov.uk/about_finances/documents/SICBudgetBook2013-14Approved.pdf</p> <p>Asset Investment Plan http://www.shetland.gov.uk/about_finances/</p> <p>Councillor Expenses (scroll to bottom) http://www.shetland.gov.uk/about_your_councillors/</p> <p>Councillor Remuneration/Allowances and Expenses http://www.shetland.gov.uk/documents/1213COUNCILLORSREGISTER.pdf</p> <p>Pension Fund Annual Report and Accounts http://www.shetland.gov.uk/about_finances/documents/SICPensionFundAccount201011.pdf</p> <p>Grant Funding http://www.shetland.gov.uk/grants/default.asp</p>

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 the authority.

The information we publish under this class	How to access it
Human Resources	<p>Management Structure http://www.shetland.gov.uk/coins/management.asp</p> <p>Equality and Diversity Policy http://www.shetland.gov.uk/about_jobs/documents/EqualityandDiversityPolicyJuly2008.pdf</p> <p>Relocation Policy http://www.shetland.gov.uk/about_jobs/documents/RelocationpolicyCE-49.pdf</p> <p>Policy for Reorganisational Restructure http://www.shetland.gov.uk/communityplanning/documents/EQIAForm-PolicyforOrganisationalRestructure.pdf</p> <p>Equal Pay Statement http://www.shetland.gov.uk/communityplanning/documents/EqualPayStatement2013.pdf</p>
Physical Resources	<p><i>Not all of these areas are currently published on our website, but are available on request.</i></p> <ul style="list-style-type: none">• Management of the authority's land and property assets, including environmental/sustainability reports

	<ul style="list-style-type: none"> • Description of the authority's land and property holdings • Estate development plans • Maintenance arrangements
Information Resources	<p>Records Management http://www.shetland.gov.uk/about_freedom_of_information/RecordsManagementandDataProtection.asp</p> <p>Shetland in Statistics http://www.shetland.gov.uk/economic_development/documents/29523statisticpages_001.pdf</p> <p>Freedom of Information http://www.shetland.gov.uk/about_freedom_of_information/</p>

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	How to access it
Procurement policies and procedures	How we buy goods, services and works http://www.shetland.gov.uk/about_how%20to%20buy/ Tender Information http://www.shetland.gov.uk/about_how%20to%20buy/ Roads Approved Contractors List http://www.shetland.gov.uk/roads/ApprovedRoadWorkContractors.asp

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	How to access it
Performance Information	Our Performance http://www.shetland.gov.uk/about_performance/

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.

The information we publish under this class	How to access it
Shetland Islands Council does not hold or publish information under this class.	

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