



**Freedom of Information (Scotland) Act 2002**

**SIC Guide to Information**

**and**

**SIC Publication Scheme 2017**

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04/01/2018	2.0	3.0	Updated to take account of legislative changes, updated OSIC Model Publication Scheme 2017, and updated SIC webpages.

## **Introduction**

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 2017 produced by the Scottish Information Commissioner.

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 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 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. See also Re-Use of information in the next section.

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](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

## Re-Use of Shetland Islands Council Public Sector Information

Shetland Islands Council complies with the Re-use of Public Sector Information Regulations 2015 and we encourage the re-use of information that we produce, hold and disseminate. Under the terms of the Open Government Licence, you are free to copy, publish, distribute and transmit the information on our website [except for any logos and insignia], adapt the information, or exploit the information commercially and non-commercially, but you must attribute the Shetland Islands Council as the source of the information.

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. A form for making this request is available on our website [http://www.shetland.gov.uk/about\\_freedom\\_of\\_information/](http://www.shetland.gov.uk/about_freedom_of_information/). We are open and transparent, and treat all applications to re-use in a fair and non-discriminatory way.

Your request will be considered under the Re-Use of Public Sector Information Regulations 2015 (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, 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	15p 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  
Corporate Services Department  
Burgh Road  
Lerwick  
Shetland  
ZE1 0LA

E-mail: [foi@shetland.gov.uk](mailto:foi@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](http://www.shetland.gov.uk)

## Publication Scheme

### 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 – our councilors, our meetings and our constitution  <a href="http://www.shetland.gov.uk/about_how_we_work/">http://www.shetland.gov.uk/about_how_we_work/</a></p> <p>Contact Us  <a href="http://www.shetland.gov.uk/about_contact_us/">http://www.shetland.gov.uk/about_contact_us/</a></p> <p>Our Structure – departmental management structure  <a href="http://www.shetland.gov.uk/about_our_structure/">http://www.shetland.gov.uk/about_our_structure/</a></p> <p>Community Care  <a href="http://www.shetland.gov.uk/community_care/">http://www.shetland.gov.uk/community_care/</a></p> <p>Children’s Services  <a href="http://www.shetland.gov.uk/childrens_resources/">http://www.shetland.gov.uk/childrens_resources/</a></p> <p>Development Services  <a href="http://www.shetland.gov.uk/community_planning_dev/">http://www.shetland.gov.uk/community_planning_dev/</a></p> <p>Infrastructure Services  <a href="http://www.shetland.gov.uk/transport/">http://www.shetland.gov.uk/transport/</a></p>

	<p>Council Management  <a href="http://www.shetland.gov.uk/coins/management.asp">http://www.shetland.gov.uk/coins/management.asp</a></p> <p>Comments and Complaints  <a href="http://www.shetland.gov.uk/comments_complaints/default.asp">http://www.shetland.gov.uk/comments_complaints/default.asp</a></p> <p>Building Standards Customer Charter  <a href="http://www.shetland.gov.uk/buildingstandards/Customer_Charter.asp">http://www.shetland.gov.uk/buildingstandards/Customer_Charter.asp</a></p> <p>Housing – Tenants Charter  <a href="http://www.shetland.gov.uk/housing/tenants_charter.asp">http://www.shetland.gov.uk/housing/tenants_charter.asp</a></p> <p>Freedom of Information  <a href="http://www.shetland.gov.uk/about_freedom_of_information/">http://www.shetland.gov.uk/about_freedom_of_information/</a></p> <p>Records Management  <a href="http://www.shetland.gov.uk/about_freedom_of_information/RecordsManagementandDataProtection.asp">http://www.shetland.gov.uk/about_freedom_of_information/RecordsManagementandDataProtection.asp</a></p>
Constitution	<p>Constitution and Governance  <a href="http://www.shetland.gov.uk/about_how_we_work/constitutionandgovernance.asp">http://www.shetland.gov.uk/about_how_we_work/constitutionandgovernance.asp</a></p>
How the Authority is run	<p>Committees  <a href="http://www.shetland.gov.uk/coins/allCommittees.asp?sort=1&amp;page=0&amp;rec=30">http://www.shetland.gov.uk/coins/allCommittees.asp?sort=1&amp;page=0&amp;rec=30</a></p> <p>Council Calendar  <a href="http://www.shetland.gov.uk/coins/calendar.asp">http://www.shetland.gov.uk/coins/calendar.asp</a></p> <p>About Your Councillors  <a href="http://www.shetland.gov.uk/about_your_councillors/">http://www.shetland.gov.uk/about_your_councillors/</a></p> <p>Elected Members  <a href="http://www.shetland.gov.uk/coins/allMembers.asp?sort=0&amp;page=0&amp;rec=23">http://www.shetland.gov.uk/coins/allMembers.asp?sort=0&amp;page=0&amp;rec=23</a></p> <p>Council Management  <a href="http://www.shetland.gov.uk/coins/management.asp">http://www.shetland.gov.uk/coins/management.asp</a></p>
Corporate Planning	<p>Key Plans  <a href="http://www.shetland.gov.uk/about_performance/PerformanceReports.asp">http://www.shetland.gov.uk/about_performance/PerformanceReports.asp</a></p>

	<p>Performance <a href="http://www.shetland.gov.uk/about_performance/">http://www.shetland.gov.uk/about_performance/</a></p> <p>Finances and Assets <a href="http://www.shetland.gov.uk/about_finances/">http://www.shetland.gov.uk/about_finances/</a></p> <p>Equality and Diversity <a href="http://www.shetland.gov.uk/equality-and-diversity/default.asp">http://www.shetland.gov.uk/equality-and-diversity/default.asp</a></p> <p>Values <a href="http://www.shetland.gov.uk/our-values/default.asp">http://www.shetland.gov.uk/our-values/default.asp</a></p> <p>Our Islands, Our Future <a href="http://www.shetland.gov.uk/OIOF/default.asp">http://www.shetland.gov.uk/OIOF/default.asp</a></p>
External Relations	<p>Orkney and Shetland Valuation Joint Board <a href="http://www.shetland.gov.uk/about_finances/">http://www.shetland.gov.uk/about_finances/</a></p> <p>Shetland Islands Area Licensing Board <a href="http://www.shetland.gov.uk/about_introduction/LegalLicensing.asp">http://www.shetland.gov.uk/about_introduction/LegalLicensing.asp</a></p>
<p><b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b></p> <p>Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>	
<b>The information we publish under this class</b>	<b>How to access it</b>
Functions	<p>Statutory Functions (Part C) <a href="http://www.shetland.gov.uk/about_how_we_work/constitutionandgovernance.asp">http://www.shetland.gov.uk/about_how_we_work/constitutionandgovernance.asp</a></p> <p>Building Warrants <a href="http://www.shetland.gov.uk/buildingstandards/documents.asp">http://www.shetland.gov.uk/buildingstandards/documents.asp</a></p> <p>Environmental Licences <a href="http://www.shetland.gov.uk/environmental_health/DownloadPage.asp">http://www.shetland.gov.uk/environmental_health/DownloadPage.asp</a></p> <p>Grants <a href="http://www.shetland.gov.uk/grants/">http://www.shetland.gov.uk/grants/</a></p> <p>Liquor Licensing</p>

	<p><a href="http://www.shetland.gov.uk/about_introduction/LegalLicensing.asp">http://www.shetland.gov.uk/about_introduction/LegalLicensing.asp</a></p> <p>Planning Fees <a href="http://www.shetland.gov.uk/buildingstandards/applications.asp">http://www.shetland.gov.uk/buildingstandards/applications.asp</a></p>
Services	<p>A to Z of Services <a href="http://www.shetland.gov.uk/a-z/">http://www.shetland.gov.uk/a-z/</a></p> <p>Benefits Service Plan <a href="http://www.shetland.gov.uk/about_benefits/documents/BenefitServicePlan.pdf">http://www.shetland.gov.uk/about_benefits/documents/BenefitServicePlan.pdf</a></p> <p>Shetland's Integrated Children's Service Plan 2017-2020 <a href="http://www.shetland.gov.uk/children_and_families/documents/ShetlandICSPFinal01.05.17v1.pdf">http://www.shetland.gov.uk/children_and_families/documents/ShetlandICSPFinal01.05.17v1.pdf</a></p> <p>Children's Services <a href="http://www.shetland.gov.uk/childrens_resources/">http://www.shetland.gov.uk/childrens_resources/</a></p> <p>Community Care <a href="http://www.shetland.gov.uk/community_care/">http://www.shetland.gov.uk/community_care/</a></p> <p>Development Services <a href="http://www.shetland.gov.uk/community_planning_dev/">http://www.shetland.gov.uk/community_planning_dev/</a></p> <p>Infrastructure Services <a href="http://www.shetland.gov.uk/transport/">http://www.shetland.gov.uk/transport/</a></p>

### 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	<p>Committee Information Service <a href="http://www.shetland.gov.uk/coins/">http://www.shetland.gov.uk/coins/</a></p> <p>Community Consultation and Involvement <a href="http://www.shetland.gov.uk/communityplanning/community_consultation_involvement.asp">http://www.shetland.gov.uk/communityplanning/community_consultation_involvement.asp</a></p> <p>Reports of regulatory inspections, audits and investigations carried out by the authority. <a href="http://www.shetland.gov.uk/about_internal_audits/">http://www.shetland.gov.uk/about_internal_audits/</a></p>



	<p>Environmental Impact Assessment (EIA) Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017:</p> <p>(a) – Shetland Islands Council Local Development Plans -  <a href="http://www.shetland.gov.uk/planning/LocalDevelopmentPlans.asp">http://www.shetland.gov.uk/planning/LocalDevelopmentPlans.asp</a></p> <p>(b) – all planning applications requiring an EIA – search online  <a href="https://pa.shetland.gov.uk/online-applications/search.do?action=simple&amp;searchType=Application">https://pa.shetland.gov.uk/online-applications/search.do?action=simple&amp;searchType=Application</a></p>
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**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).

<b>The information we publish under this class</b>	<b>How to access it</b>
Financial information	<p>Overall Financials  <a href="http://www.shetland.gov.uk/about_finances/default.asp">http://www.shetland.gov.uk/about_finances/default.asp</a></p> <p>Statement of Accounts  <a href="http://www.shetland.gov.uk/about_finances/documents/ShetlandIslandCouncilStatementofAccounts201112.pdf">http://www.shetland.gov.uk/about_finances/documents/ShetlandIslandCouncilStatementofAccounts201112.pdf</a></p> <p>Medium Term Financial Plan  <a href="http://www.shetland.gov.uk/about_finances/documents/MediumTermFinancialPlan.pdf">http://www.shetland.gov.uk/about_finances/documents/MediumTermFinancialPlan.pdf</a></p> <p>Budget Book  <a href="http://www.shetland.gov.uk/about_finances/documents/SICBudgetBook2013-14Approved.pdf">http://www.shetland.gov.uk/about_finances/documents/SICBudgetBook2013-14Approved.pdf</a></p> <p>Asset Investment Plan  <a href="http://www.shetland.gov.uk/about_finances/">http://www.shetland.gov.uk/about_finances/</a></p> <p>Councillor Expenses (scroll to bottom)  <a href="http://www.shetland.gov.uk/about_your_councillors/">http://www.shetland.gov.uk/about_your_councillors/</a></p> <p>Councillor Remuneration/Allowances and Expenses  <a href="http://www.shetland.gov.uk/documents/1213COUNCILLORSREGISTER.pdf">http://www.shetland.gov.uk/documents/1213COUNCILLORSREGISTER.pdf</a></p>

	<p>Pension Fund Annual Report and Accounts  <a href="http://www.shetland.gov.uk/finance/Pensions.asp">http://www.shetland.gov.uk/finance/Pensions.asp</a></p> <p>Grant Funding  <a href="http://www.shetland.gov.uk/grants/default.asp">http://www.shetland.gov.uk/grants/default.asp</a></p>
<p><b>CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</b></p> <p>Class description:  Information about how we manage the human, physical and information resources of the authority.</p>	
<b>The information we publish under this class</b>	<b>How to access it</b>
Human Resources	<p>Management Structure  <a href="http://www.shetland.gov.uk/coins/management.asp">http://www.shetland.gov.uk/coins/management.asp</a></p> <p>Equality and Diversity Policy  <a href="http://www.shetland.gov.uk/equality-and-diversity/default.asp">http://www.shetland.gov.uk/equality-and-diversity/default.asp</a></p> <p>Applying for a job  <a href="http://www.shetland.gov.uk/about_jobs/FAQs.asp">http://www.shetland.gov.uk/about_jobs/FAQs.asp</a></p> <p>Values and Behaviours  <a href="http://www.shetland.gov.uk/our-values/default.asp">http://www.shetland.gov.uk/our-values/default.asp</a></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"> <li>• Management of the authority's land and property assets, including environmental/sustainability reports</li> <li>• Description of the authority's land and property holdings</li> <li>• Estate development plans</li> <li>• Maintenance arrangements</li> </ul>

Information Resources	<p>Records Management  <a href="http://www.shetland.gov.uk/about_freedom_of_information/RecordsManagementandDataProtection.asp">http://www.shetland.gov.uk/about_freedom_of_information/RecordsManagementandDataProtection.asp</a></p> <p>Shetland in Statistics  <a href="http://www.shetland.gov.uk/economic_development/ShetlandinStatistics.asp">http://www.shetland.gov.uk/economic_development/ShetlandinStatistics.asp</a></p> <p>Freedom of Information  <a href="http://www.shetland.gov.uk/about_freedom_of_information/">http://www.shetland.gov.uk/about_freedom_of_information/</a></p>
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## 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement policies and procedures	<p>How we buy goods, services and works  <a href="http://www.shetland.gov.uk/about_how_we_buy/default.asp">http://www.shetland.gov.uk/about_how_we_buy/default.asp</a></p> <p>Procurement Strategy  <a href="http://www.shetland.gov.uk/about_how_we_buy/documents/ProcurementStrategy2017-2020.pdf">http://www.shetland.gov.uk/about_how_we_buy/documents/ProcurementStrategy2017-2020.pdf</a></p> <p>Public Contracts Scotland  <a href="https://www.publiccontractsscotland.gov.uk/">https://www.publiccontractsscotland.gov.uk/</a></p> <p>Tender Information  <a href="http://www.shetland.gov.uk/about_how_we_buy/default.asp">http://www.shetland.gov.uk/about_how_we_buy/default.asp</a></p> <p>Contract Register  <a href="http://www.shetland.gov.uk/about_how_we_buy/documents/ContractRegister.pdf">http://www.shetland.gov.uk/about_how_we_buy/documents/ContractRegister.pdf</a></p> <p>Roads Approved Contractors List  <a href="http://www.shetland.gov.uk/roads/ApprovedRoadWorkContractors.asp">http://www.shetland.gov.uk/roads/ApprovedRoadWorkContractors.asp</a></p>

## 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
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Performance Information	Our Performance <a href="http://www.shetland.gov.uk/about_performance/">http://www.shetland.gov.uk/about_performance/</a>  Equality and Equality Monitoring Reports <a href="http://www.shetland.gov.uk/equality-and-diversity/default.asp">http://www.shetland.gov.uk/equality-and-diversity/default.asp</a>
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## 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
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Shetland Islands Council does not hold or publish information under this class.	
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## CLASS 9: OUR OPEN DATA

**Class description:**

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

<b>The information we publish under this class</b>	<b>How to access it</b>
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Open Data Publication Scheme: <i>currently in development.</i>	
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Open data sets:

Map data: <http://www.shetland.gov.uk/developmentplans/MapData.asp>

Scottish Official Statistics: <http://statistics.gov.scot/>

UK Data: <https://data.gov.uk/>

END