#### SCOTTISH BORDERS LICENSING BOARD

# 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 whether information is available free of charge or on payment.

Scottish Borders Licensing Board 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.scotborders.gov.uk/publicationscheme 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 access to the information
- explain how to request information that has not been published.

#### Availability and formats

The information we publish through this model scheme is, wherever possible, available on our website. We offer an alternative arrangement for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information in paper copy on request (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 data or a trade secret), we may remove or redact the information before publication and explain why we have done so.

#### Copyright

Scottish Borders Council Licensing Board holds the copyright for most of the information in this publication scheme. This information can be copied or produced 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 the Scottish Borders Licensing Board. 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. Wherever possible, this scheme will indicate where we do not own the copyright . Charges

There is no charge to view or download information from our website, or view at our premises.

We may charge for computer discs, photocopying, postage and packing and other costs associated with supplying the information, but the charge reflect actual costs as set out below.

Black and White photocopying

Size of paper cost per sheet of paper A4 10 pence

Colour Photocopying

Size of paper cost per sheet of paper A4 30 pence

Postage charges will be recharged at the rate we paid to send the information to you.

**Contact Details** 

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

The Clerk
Scottish Borders Licensing Board
Council Headquarters
Newtown St Boswells
Melrose
TD6 OSA

Telephone:01835 825002

Email: <u>liquorandlicensing@scotborders.gov.uk</u>

We will be pleased to provide you with any advice and assistance about any information which is not published or how to complain if you are dissatisfied with any aspect of this publication through the above contact details.

### The Classes of Information

We publish information that we hold which falls within the following classes. Once published, information is available for the current and previous two financial years. Where information has been updated or superseded, only the current version need be available though previous versions may be requested from us).

#### **CLASS 1: ABOUT SCOTTISH BORDERS LICENSING BOARD**

Class description:

Information about Scottish Borders Licensing Board, 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	Format	Charges
1	Application Processes				
1.1	Application forms	Forms to apply for a variety of licences	Available on our website or in print	Online Hard copy	

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			Applications for	
			gambling licences	
			available on our	
			website or in print	
1.2	Fees payable	A list of statutory fees payable	Available on our	Online
		together with the application	website or in print	Hard copy
1.3	List of	A list of all current	Available on our	Online
	applications	applications received	website or in print	Hard copy
2	Board			
2	Meetings			
2.1	Agendas	Agendas of Board meetings	Available on our	Online
	C		website or in print	Hard copy
2.2	Minutes	Minutes of Board meetings	Available on our	Online
		In camera items containing	website or in print	Hard copy
		confidential information	'	
		and/or personal data under		
		the Data Protection Act 1998		
2.3	Appeal	are exempt Appeal decision within the	Available for	Inspection
	Decisions	past two years (ie decisions	inspection at Council	Hard copy
		of the Court on appeals	HQ, Newtown St	
		against decisions of Scottish	Boswells only.	
		Borders Licensing Board)	Photocopies	
			available	
2.4	Statement of	Statement of reasons under	Available for	Inspection
	Reasons	Section 18 (written	inspection at Council	Hard copy
		statements of the reasons for	HQ, Newtown St	
		decisions of Scottish Borders	Boswells only.	
		Licensing Board), except any	Photocopies	
		statements issued during the	available	
		current quarter or which are		
		the subject of an appeal, as		
		they form or may form part of		
		court proceedings		
2.5	Reports to the	Written reports relating to any	Available for	Inspection
	Board	matter on which Scottish	inspection at Council	Hard copy
		Borders Licensing Board is	HQ, Newtown St	
		making a decision.	Boswells only.	
		Reports containing	Photocopies	
		confidential information	available	
		and/or personal data under		
		the Data Protection Act 1998 are exempt		
		are exempt		
2.6	Register of	Register of decisions made	Available for	Inspection
	Danialana	by Scottish Borders Licensing	inspection at Council	Hard copy
	Decisions		1110 11	
	Decisions	Board	HQ, Newtown St	
	Decisions		Boswells only.	
	Decisions		Boswells only. Photocopies	
	Decisions		Boswells only.	

2.7	Policy Statements	Statements of any policy that has been formally adopted by Scottish Borders Licensing Board for both alcohol and gambling	Available on this website and in print	Website Hard copy
2.8	Complaints and Objections	Complains and objections containing confidential information and/or personal data under the Data Protection Act 1998 are exempt	Redacted copies are available	Hard copy
3	Public Registers			
3.1	Statutory Registers	Statutory registers containing details of applications for licences	Available for inspection at Council HQ, Newtown St Boswells only. Photocopies available	Inspection Hard copy
3.2	List of Licensed Premises	A list of all licensed premises in Scottish Borders	Available for inspection at Council HQ, Newtown St Boswells only. Photocopies available	Inspection Hard copy

## **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	Format	Charges

#### 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	Format	Charges

## CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Info		r strategy for, and management			detail to
exp	ain how we plan	to spend public money and what	, ,	, 	
		The information we publish under this class	How to access it	Format	Charges
la	ss description:	MANAGE OUR HUMAN, PHYS			
	mation about no	The information we publish	How to access it	Format	Charges
		under this class			
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la	ss description:				
nfc	rmation about ho	w we procure goods and service  The information we publish under this class	s, and our contracts w	Format	Charges
nfc	rmation about ho	The information we publish		·	
nfc	rmation about ho	The information we publish		·	
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Cla:	ASS 7: HOW WE as description: rmation about ho	The information we publish under this class  ARE PERFORMING  we perform as an organisation  The information we publish	How to access it	Format	Charges
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CLA:	ASS 7: HOW WE as description: rmation about hovices.	The information we publish under this class  ARE PERFORMING  w we perform as an organisation  The information we publish under this class	How to access it	Format	Charges