**Guide to Information available through the**
**Model Publication Scheme 2013**
**Last updated January 2019**

**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.

Scottish Borders Council has adopted the Model Publication Scheme (MPS). You can see this scheme by clicking on the following link: Model Publication Scheme or by contacting us at the address below if you prefer a copy to be provided to you in another format.

The purpose of this Guide to Information is to:

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

The Guide is split into the following six sections, known as the MPS Principles:

- Availability and formats
- Exempt information
- Copyright and re-use
- Charges
- Advice and assistance
- Duration

If you prefer you can contact us on 0300 100 1800 to ask for a hard copy of the Guide to be posted to you.

| Terms used | Explanation |
|---|---|
| FOISA | The Freedom of Information (Scotland) Act 2002 |
| EIRs | The Environmental Information (Scotland) Regulations 2004 |
| Model Publication Scheme | A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner |
| MPS | The Model Publication Scheme |
| Guide to Information | A guide that every public authority adopting the MPS must produce to help people access the information it makes available |
| MPS Principles | The six key principles with which all information published under the MPS must comply |

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| Classes of information | Nine broad categories describing the types of information authorities must publish (if they hold it) |
|---|---|
| Re-use Regulations | The Re0use of Public Sector Information Regulations 2015 |
| Copyright law | The Copyright, Designs and Patents Act 1988 |
| TNA | The National Archives |

**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, reasonably access the information either online or by inspection at our premises. For example, we can usually arrange to send information to you 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 information or a trade secret, we may withhold the information or provide a redacted version for publication, and we will explain why we have done so.

**Copyright and re-use**

Where Scottish Borders Council holds the copyright in its published information, the information may be copied or reproduced without formal permission through the provisions of the Copyright, Designs and Patents Act 1988, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

Where we do not hold the copyright in information we publish, we will make this clear.

**Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises.

We may charge for computer discs, photocopying, postage and packaging and other costs associated with supplying information. The charge will not be more than these elements actually cost, for example cost per photocopy or postage. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per side of paper is shown below:

| | Size of paper | Pence per sheet |
|---|---|---|
| Black and white photocopying | A4 | 10p |
| Colour photocopying | A4 | 30p |

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Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

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

The SBC Publication Scheme administrator is:

Information Manager
Information Management Team
Scottish Borders Council
Council Headquarters, Newtown St. Boswells, Melrose TD6 0SA

Tel: 0300 100 1800
E-mail: foi@scotborders.gov.uk and dataprotection@scotborders.gov.uk

Please ask to speak with our Information Manager Jaimie Taylor or Information Officer Jenna Waldie for advice and assistance to request unpublished information.

**Duration**
The information published should be available for the current and two previous two financial years. Where information has been updated or superseded, only the current version need be available (previous versions may be requested from us under S1(1) of FOISA).

**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.

The classes are:

Class 1: About Scottish Borders Council
Class 2: How we deliver our functions and services

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Class 3: How we take decisions and what we have decided
Class 4: What we spend and how we spend it
Class 5: How we manage our human, physical and information resources
Class 6: How we procure goods and services from external providers
Class 7: How we are performing
Class 8: Our commercial publications
Class 9: Our open data