

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

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

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

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	Format	Charges

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	Format	Charges

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	Format	Charges

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	Format	Charges

CLASS 8: OUR COMMERCIAL PUBLICATIONS					
		The information we publish under this class	How to access it	Format	Charges