

## CLACKMANNANSHIRE COUNCIL

### GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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.

Clackmannanshire Council has adopted the **Model Publication Scheme (updated November 2018)** produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx> 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*

Clackmannanshire 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 the 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 <http://www.scotland.gov.uk/CrownCopyright>. 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 reuse 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 the Council to re-use the information. Your request will be considered under the Re-use of Public Sector Information Regulations 2015 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 the Council's Legal & Democratic Services, Kilncraigs, Greenside Street, Alloa, FK10 1EB ([democracy@clacks.gov.uk](mailto:democracy@clacks.gov.uk))

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/about-psi/> We can provide you with a copy of this information if you do not have internet access.

## 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 except where there is a statutory fee, for example, for access to registers. See our [Charges Booklet](#) for further details.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

### Black and white photocopying

Size of paper	Pence per sheet of paper
A3	20p
A4	10p

### Colour photocopying

Size of paper	Pence per sheet of paper
A3	60p
A4	30p

Information provided on CD-Rom will be charged at £3 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

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

We do not pass any other costs on to you in relation to our published information.

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.

## Contact us

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

Legal & Democratic Services  
Clackmannanshire Council  
Kilncraigs  
Greenside Street  
Alloa FK10 1EB  
Tel: 01259 450000  
email: [democracy@clacks.gov.uk](mailto:democracy@clacks.gov.uk)

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.

### **CLASS 1: ABOUT CLACKMANNANSHIRE COUNCIL**

#### Class description:

Information about Clackmannanshire 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**

##### **About the Council**

[Council & Government](#)

[Councillors & wards](#)

[Council Committees](#)

[Councillors and Council Officers Responsibilities and Remuneration](#)

[Chief Executive](#)

[Elections](#)

##### **Contacting the Council**

[Contact Us](#)

[Complain about us](#)

##### **Corporate Planning**

[Local Outcomes Improvement Plan \(LOIP\) 2017-2027](#)

[Making Clackmannanshire Better](#)

[Aims, Values & Outcomes](#)

##### **Governance & Accountability**

[Financial Regulations](#)

[Register of Members' Interests](#)

[Scheme of Delegation](#)

[Standing Orders](#)

**Keeping Others Informed**[Consultations](#)[News Releases](#)[Forthcoming events diary](#)[Newsletter](#)[Facebook page](#)[Twitter](#)**Working with Others**[Clackmannanshire Alliance](#)[Community Councils](#)**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****Council Functions & Services****Social Services**[Social Services](#)[Adult Care](#)[Child Care Services](#)[Children & Families](#)[Social Care & Health](#)**Business Plans, Policies & Strategies**[Social Services Plans](#)**Education**[Education](#)[Adult Learning](#)[Curriculum](#)[Placing Requests](#)[Psychological Services](#)[School Transport](#)[School Meals](#)[Schools & Nurseries](#)[Support for Learning](#)**Business Plans, Policies & Strategies**[Anti-Bullying Policy](#)[Children & Young Persons Integrated Services Plan](#)

**Housing**[Housing](#)[Council Housing](#)[Council Tax](#)[Housing Support](#)[Welfare Reform](#)[Report a fault or issue](#)**Business Plans, Policies & Strategies**[Local Housing Strategy](#)**Services to Communities**[Community & Living](#)[Environment](#)[Environmental Health](#)[Pest Control](#)[Recycling](#)[Waste Services](#)[When does my bin get collected?](#)[Land Services & Burial Grounds](#)[Maintenance Service Standards](#)[National Assistance Act Funerals](#)[Planning & Building Standards](#)[Building Standards Forms & Guidance](#)[Building Registers](#)[Planning Permission](#)[Submit a Planning Application](#)**Registrar's & Registration - see under [Law & Licensing](#)**[Transport & Streets](#)[Access for All](#)[Bridges](#)[Bridge & Road Restrictions](#)[Flooding Advice & Information](#)[Public Transport](#)[Roadworks Report](#)[Road Safety](#)[Safer Routes to School](#)[Traffic Regulation Orders](#)[Winter Maintenance](#)[Leisure, Sports & Culture](#)[Events Diary](#)

[Function Halls & Meeting Facilities](#)

[Libraries](#)

[Museums](#)

[Sports Venues](#)

[Trading Standards](#)

**Business Plans, Policies & Strategies**

[Community Planning](#)

[Environmental Development](#)

[Environment Framework](#)

[Environmental Policy](#)

[Local Development Plan](#)

[Local Transport Strategy](#)

[Local Waste Plan](#)

**Resource & Governance Services**

[Law & Licensing](#)

[Data Protection](#)

[Elections & Voting](#)

[Freedom of Information](#)

[Making a Subject Access Request](#)

[Publication Scheme](#)

[Regulation of Investigatory Power \(Scotland\) Act 2000 \(RIPSA\)](#)

[Licensing](#)

[Apply for a Licence](#)

[Alcohol Licensing Register](#)

[Civic Licensing Register](#)

[Licensing Board](#)

[Licensing Forum](#)

[Statutory Consultations](#)

[Registration & Registrars](#)

[Births](#)

[British Citizenship](#)

[Civil Partnerships](#)

[Deaths](#)

[Marriages](#)

[Replacement Certificates](#)

[Researching Your Family Tree](#)

**Business Plans, Policies & Strategies**

[RIPSA Policy](#)

[Local Outcomes Improvement Plan \(LOIP\)](#)

[Single Outcome Agreement](#)

[Statement of Licensing Policy](#)

**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 the Council make decisions

[Council Minutes & Reports](#)

[Public Consultations](#)

[Local Outcomes Improvement Plan](#)

[Single Outcome Agreement](#)

[Budget Information](#)

[What we charge for](#)

Environmental Impact Assessment Reports – these can be requested by contacting the council's Development & Environmental Service tel: 01259 45000

**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**

[Building Clackmannanshire: Economic Framework](#)

[Consulting on the Budget](#)

[Audit and Finance Committee](#)

Financial information including annual accounts, budget statements etc

[How the Money is Spent](#)

Elected members remuneration, allowances & expenses

[Councillors expenses](#)

**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 Clackmannanshire Council.

**The information we publish under this class**

Human Resources

[Working for us](#)

Information & Statistics

[Scotland's Census](#)

Managing Information

[Data Protection](#)

[Freedom of Information](#)

[ICT Strategy](#)

[Making a Subject Access Request](#)  
[Publication Scheme](#)

## **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**

[Procuring goods & services](#)

[Our Procurement Policies & Procedures](#)

[Register of Contracts Awarded](#)

[Contract Opportunities](#)

[Contract Standing Orders](#)

[Terms & Conditions for Orders & Contracts](#)

## **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**

Our Performance

[Council Progress & Performance](#)

[Registrar's Annual Statistical Review](#)

[Social Service Performance](#)

[Mainstreaming Equality Reports](#)

[Employee and Board Equality Reports](#)

## **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**

Clackmannanshire Council do not hold information in this class.

## **CLASS 9: Open Data**

[Reuse of Public Sector Information](#)