

1. Guide to Information and the Standards Commission's publication scheme

- 1.1 The Freedom of Information (Scotland) Act 2002 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; and
 - tell the public how to access the information and whether information is available free of charge or if a payment is due what charges will be applied.
- 1.2 The Standards Commission for Scotland ("the Standards Commission") adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner and received approval on 10 July 2015.
- 1.3 You can find information about the Model Publication scheme on the Scottish Information Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or by contacting the office of the Standards Commission at:
The Standards Commission for Scotland
Room T2.21
The Scottish Parliament
Edinburgh
EH99 1SP
Tel: 0131 348 6666 or e-mail enquiries@standardscommission.org.uk.
- 1.4 The purpose of this Guide to Information is to:
- allow you to see what information is available (and what is not), in relation to each class;
 - state what charges may be applied;
 - explain how to find the information easily;
 - provide contact details for enquiries and getting help with accessing the information;
 - explain how to request the information we hold where this has not been published.

2. Availability and formats

- 2.1 The information we publish under the Model Publication Scheme arrangement is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information from our website or by inspection at our offices, on request. For example, we can arrange for the information to be sent as a paper copy. However, there may be a charge for this.

3. Exempt information

- 3.1 We will publish or provide confirmation that we hold information which falls within the classes of information detailed below. If a document contains information that is exempt under Scotland's Freedom of Information legislation (for example sensitive personal information or a trade secret),

we may remove or blanked out (redact) that information before publication. If so, we will provide an explanation about why such action has been taken.

4. Copyright and re-use

4.1 Where we hold the copyright in our published information, the information may be copied or reproduced without formal permission, provided that:

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

4.2 Where we do not hold the copyright for the information we publish we will make that clear.

5 Charges

5.1 This section explains when we might apply a charge for our publications and how these charges will be calculated.

5.2 There is no charge to view the information displayed on our website or at our office.

5.3 We may charge for the costs incurred in providing information such as postage and / or photocopying. The cost of supplying information will be no more than the actual cost of producing copies of that information. We will always tell you what the cost will be to provide copies of information before it is supplied to you.

5.4 We will apply the charges detailed below to provide photocopies of documents:

Size of paper	Per single sided copy (black & white)	Per single sided copy (colour)
A4	10p	20p

5.5 Information can be provided on a USB Memory stick based on the actual cost of purchasing this item (approximately £4.50 per stick).

5.6 Postage costs will be charged at the rate we pay to send this information.

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

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

5.9 This charging schedule does not apply to 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 associated production costs.

6. Contact the Standards Commission

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

The Standards Commission for Scotland
Room T2.21, The Scottish Parliament
Edinburgh
EH99 1SP

Tel: 0131 348 6666

Email: enquiries@standardscommission.org.uk

Website: www.standardscommissionscotland.org.uk

6.2 We will advise you about how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of our publication scheme.

7. The Classes of Information that we publish.

We will publish information 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 is updated or superseded, only the current version will be available on the website. If you would like to see previous versions, you should make a request to us for that information at enquiries@standardscommission.org.uk

Class 1: About us

Class 2: How we deliver our functions and services

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

Class 1: About us

Our enabling legislation

Information about the Standards Commission, who we are, where to find us, how to contact us, how we are managed and our external relations.

[Ethical Standards in Public Life etc. \(Scotland\) Act 2000](#)

[Explanatory Notes to the Ethical Standards in Public Life etc. \(Scotland\) Act 2000](#)

[Scottish Parliamentary Commissions and Commissioners etc. Act 2010](#)

[Councillors' Code of Conduct](#)

[Model Code of Conduct for Members of Devolved Public Bodies](#)

[Register of Interests Regulations](#)

About us

[The Standard Commission's role](#)

[The Standards Commission Members & their individual Register of Interests](#)

[Standing Orders](#)

[Code of Conduct for Members of the Standards Commission](#)

[Contact the Standards Commission / Where to find us](#)

Latest [News](#) from the Standards Commission

[Service Charter](#)

[Making a complaint about the Standards Commission](#)

External Relations and Working with Others

The Standards Commission works with other organisations within the ethical standards framework to promote the Codes of Conduct and ensure the highest possible standards are attained in public life in Scotland.

These organisations include:

[The Commissioner for Ethical Standards in Public Life in Scotland](#) (CESPLS)

The Scottish Government - [In respect of the Councillors' Code of Conduct](#)

[In respect of the Model Code of Conduct](#)

[The Accounts Commission](#)

[The Scottish Public Services Ombudsman](#)

[The Scottish Parliament](#)

[The Improvement Service](#)

Links with external bodies covered by the Ethical Standards in Public Life etc. (Scotland) Act 2000

[Scottish Local Authorities](#)

[National and Regional Devolved Public Bodies](#)

[National Health Service Boards](#)

[Health and Social Care Integration Joint Boards](#)

[Further Education Colleges](#)

[Regional Transport Partnerships](#)

Class 2: How we deliver our functions and services

Information about our work, our strategies and policies for delivering functions and services and information for our service users.

Strategic Plan
Business Plan
British Sign Language Plan
Customer Charter
Information about decisions of the Standards Commission and Hearings policies
Standards Commission Decision – Case referred by CESPLS
Hearing Process Guide and Rules
Abbreviated Hearing Process
Relevancy of Evidence
Guidance for Unrepresented Respondents
Policy on factors considered by Hearing Panel when making decision on sanction
Notification of Hearings for determination of a breach of the Code of Conduct
Cases where no further action will be taken
Decisions of the Hearing Panel
<u>Guidance for councillors and Members of Devolved Public Bodies</u>
Guidance on the Councillors’ Code of Conduct 2018
Councillors’ Code of Conduct – Guidance only 2018
Guidance on the Councillors Code of Conduct 2017
Guidance on the Model Code of Conduct for Members of Devolved Public Bodies
Standard Presentation to Local Authorities
Standard Presentation to Members of Devolved Public Bodies
Advice for councillors and Members of Devolved Public Bodies
Advice Note for Councillors on Bullying and Harassment
Advice Note for Councillors on Distinguishing between their Strategic Role and any operational work
Flowchart on making Declarations of Interest
Advice Note for Members of Devolved Public Bodies on the Application of Article 10 of the ECHR
Advice Note for Councillors on the Application of Article 10 of the ECHR
Advice for Members on how to Declare Interests
Advice for Councillors on How to Declare Interests
Advice for Councillors on Arm’s Length External Organisations
Advice on the use of Social Media for Members of Devolved Public Bodies
Advice on the Role of the Standards Officer
Advice on Relations between Members and Employers of Devolved Public Bodies

Class 3: How we take decisions and what we have decided
Information about the decisions we take, how we make decisions and how we involve others
Minutes of the Standards Commission’s meetings
Risk Management Policy
Consultations
Whistleblowing Policy

[Standards Commission – Survey of Hearing Process](#)

Dispensations general information

Dispensations granted to Members of:

[Edinburgh and South-East Scotland City Region Deal Joint Committee](#) (29/05/18)

[Tay Cities Regional Deal Joint Committee](#) (29/03/18)

[Orkney Research and Innovation Campus LLP](#) (26/02/18)

[Aberdeen City Region Deal Joint Committee and Opportunity North East](#) (09/08/16)

[Health and Social Care Integration Joint Boards](#) – Local Authorities (13/03/15)

[Health and Social Care Integration Joint Boards](#) – Health Boards (15/03/15)

Class 4: What we spend and how we spend it

Class description:

Information about our strategy for, and management of, financial resources

[Annual Accounts](#)

[External Auditor Reports](#)

[Public Services Reform \(Scotland\) Act](#)

[Travel and Expenses Policy](#) (the Standards Commission has adopted the policy of the Scottish Parliamentary corporate body).

Class 5: How we manage our human, physical and information resources

[HR Policies and Procedures](#) (the Standards Commission has adopted the policies and procedures which are applied to employees of the Scottish Parliamentary corporate body).

[Records Management Plan](#)

[Recruitment opportunities and vacancies](#)

[Publication Scheme](#)

[Data Protection Privacy Notice](#) -

Class 6: How we procure goods and services and our contracts with external providers.

Contracts and Procurement

We apply the policies of the Scottish Parliamentary Corporate Body when conducting [contract and procurement activities](#) for the provision of goods and services to us. These policies set out the general approach we will take and detail our obligations under procurement legislation.

Contractors should also read our [Information for Contractors](#) which is designed to provide them with details about the implications of entering into a contract to provide us with goods and services.

Contract Register

The Standards Commission publishes a list of all contracts where the estimated annual value could potentially exceed £500. Any new contracts which fall within this category will be added to the list within a month of it being agreed.

Invitations to tender

We will publicise tenders on our website and will also, where appropriate, list details of formal tenders where the value of the contract is estimated to be above £50k on the Public Contracts Scotland portal. If you have any queries about a specific tender or about our procurements policies in general please contact us at enquires@standardscommission.org.uk.

Current tenders

There are currently no tender opportunities.

Class 7: How we perform.

[Annual Report](#)

[Professional Briefings](#)

Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through retail outlet e.g. bookshop, museum or research journal.

We do not hold information under this class.

Class 9: Our open data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, is available under an open license.

We do not hold information under this class.



Standards Commission Publication Scheme: Data control and version information				
Date	Action by	Version Updated	Current version	Brief Description
04/06/15	SCS	N/A	V1.0	Publication
/09/18	BM	V1.0	09/2018	Review of Publication Scheme, minor typos corrections, inserted procurement details and updated links to supporting documents.