



INTEGRITY IN PUBLIC LIFE

PUBLICATION SCHEME

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 have a legal obligation to:
- publish the classes of information that they make available routinely; 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 adopted the Model Publication Scheme 2015, produced by the Scottish Information Commissioner. The Standards Commission's Scheme received approval from the Scottish Information Commissioner on 10 July 2015.
- 1.3 Information about the Model Publication scheme can be found on the Scottish Information Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance.
- 1.4 The purpose of this Guide to Information is to:
- allow you to see what classes of information about the Standards Commission and its work is available (and what is not), and in what format;
 - explain how to find the information easily;
 - provide contact details for enquiries and for help to access the information;
 - explain how to request the information that has not been published; and
 - state what charges may be applied for the provision of paper copies of documents.

2. Availability and formats

- 2.1 The information the Standards Commission publishes under the Model Publication Scheme is available on its website www.standardscommissionscotland.org.uk. The Standards Commission can offer alternative arrangements, on request, for those who are unable or unwilling to access the information from the website. For example, arrangements can be made for the information to be sent as a paper copy by post. There may, however, be a charge for this (see Section 5 below).

3. Exempt information

- 3.1 The Standards Commission holds information which falls within the classes of information detailed below. Information in any document that is exempt under Freedom of Information legislation (for example, if it is sensitive personal data), may be removed or blanked out (redact) before publication. An explanation will be provided if any such action has been taken.

4. Copyright and re-use

- 4.1 Where the Standards Commission holds the copyright in any of its 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 The Standards Commission will make it clear if it does not hold the copyright for any information it publishes.

5. Charges

- 5.1 This section outlines the circumstances in which the Standards Commission might apply a charge for its publications.
- 5.2 There is no charge to view the information displayed on our website or at the Standards Commission's office. Anyone wishing to view information at the Standards Commission's office must make an advance appointment to do so.
- 5.3 The Standards Commission may charge for any costs incurred in providing information, such as for postage and / or photocopying. The charge for the supply of information will be no more than the actual cost of producing and sending copies of the information. The Standards Commission will always advise of the charge to be applied before the information is supplied.
- 5.4 This charging schedule does not apply to commercial publications (see Class 8 below). Any such items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects the 'market value', which may include the associated production costs.

6. Contact the Standards Commission

- 6.1 Any enquiries or requests for assistance in respect of any aspect of this publication scheme should be directed to:
- 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 The Standards Commission can provide advice as to how information that it does not publish can be sought and how to complain about any aspect of its publication scheme.

7. The Classes of Information published by the Standards Commission

- 7.1 The Standards Commission publishes information that falls within the following classes. Once information is published under a class, the Standards Commission will continue to make it available for two financial years. Where information is updated or superseded, only the current version will be available on the website. Any request for a previous can be made using the contact details above.

- 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

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

Relevant Legislation and the Codes of Conduct

[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](#)

[Easy Read Guide to the Standards Commission](#)

[The Standards Commission Members and Staff & their individual Registers of Interests](#)

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

[Code of Conduct for Standards Commission Staff](#)

[How to contact the Standards Commission](#)

[Latest News from the Standards Commission](#)

[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](#)

The Scottish Government -

[In respect of the Councillors' Code of Conduct](#)

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

[Audit Scotland](#)

[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 the Standards Commission delivers its 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](#)
[Service Charter](#)
[Information for the Public and the Media](#)
[How to Make a Complaint about a Breach of the Code](#)

Information about decisions of the Standards Commission and Hearings policies

[Notifications of Hearings and Hearing Decisions](#)
[No Action Decisions and Decisions to Direct Further Investigation](#)
[Hearing Rules and Guidance](#)
[Information for Respondents](#)
[Information for Witnesses](#)
[Interim Suspensions](#)

Guidance for Councillors and Members of Devolved Public Bodies

[Guidance on the Codes of Conduct](#)

Advice Notes for Councillors and Members of Devolved Public Bodies

[Advice Notes relating to the Codes of Conduct](#)
[Standard Presentations and Training](#)
[E-Learning modules](#)

Class 3: Decisions of the Standards Commission

Information about the decisions the Standards Commission takes, how these decisions are made and how other bodies are involved

[Minutes of the Standards Commission's meetings](#)
[Minutes of the Audit & Risk Committee](#)
[Risk Management Policy](#)
[Standing Orders](#)
[Scheme of Delegation](#)
[Procurement Policy](#)
[Whistleblowing Policy](#)
[Consultations](#)
[Dispensations](#)

Class 4: What the Standards Commission spends and how the Standards Commission spends it

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

[Annual Accounts](#)

[External Auditor Reports](#)

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

Class 5: How the Standards Commission manages its human, physical and information resources

[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

[Procurement Policy](#)

Class 7: How we perform

[Annual Report](#)

[Standards Updates](#)

Class 8: 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.

The Standards Commission does not hold information under this class.

Class 9: Our open data

Open data is information as described by the [Scottish Government's Open Data Strategy](#).

The Standards Commission does not hold information under this class.



Document Control & Version information

Summary of changes made to the document				
Date	Action by (initials)	Version Updated	New Version number	Brief Description <i>(for example – corrected typos – whole document; updated para. 1 – revised, reformatted, Corporate Branding)</i>
04/06/15	SCS	N/A	V1.0	Publication
30/09/18	BM	V1.0	V2.0	Review of Publication Scheme, minor typos corrections, inserted procurement details and updated links to supporting documents.
16/02/23	SN	V2.0	V3.0	Review of Publication Scheme, rationalised level of detail provided. Updated links to supporting webpages and documents.
20/02/26	SN	V3.0	V4.0	Review of Publication Scheme. Updated and added links to supporting webpages and documents