

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 PUBLICATION SCHEME

INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (the Act) gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information is entitled to receive that information, subject to exemptions.

Everyone can make a request for information, on any subject. Under section 23 of the Act, Scottish Canals must:

- Publish the classes of information they make routinely available
- Tell the public how to access the information, and what it might cost

Scottish Canals has adopted the Model Publication Scheme (updated November 2018), produced by the Scottish Information Commissioner.

Please note that some information may legally be withheld to protect various interests.

If you request personal information regarding yourself, the request will be considered under the Data Protection Act 2018.

PURPOSE OF THIS PUBLICATION SCHEME

The purpose of our publication scheme is to let you know what information is readily available from us. By readily available we mean that the information can be obtained from us on request.

Our publication scheme:

- sets out the classes of information which we publish or intend to publish;
- says how we will publish the information in each class; and
- says if we will provide the information free or charge for it.

The publication scheme is not intended to be a complete list of all the information we hold. Anyone can use the Act to ask to see other information that is not listed in the publication scheme.

FORMULATING THE SCHEME

Section 23 of the Act provides that in adopting or reviewing its publication scheme the authority must have regard to the public interest in allowing public access to information about:

- the services provided by the authority;
- the costs of those services;
- the standard attained by those services;
- the facts which form the basis of decisions taken by the authority which are of importance to the public; and
- the publication reasons for decisions made by it.

EXEMPTIONS

All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed in this section). The publication scheme lists information that we routinely make available but it does not limit your right to request any other information.

Scottish Canal's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We will also withhold information which is personal data under the Data Protection Act 2018.

Where we consider information to be exempt, we will withhold that information and indicate why it is being withheld. Even where an exemption exists, it may be possible to provide copies with the exempted information edited out.

If you wish to complain about information which is being withheld from you, please read the "complaints" section below.

ARCHIVING POLICY

This publication scheme lists information that is currently available from Scottish Canals. We do not retain all documents and information indefinitely. From time to time we destroy items that are no longer required by statute or regulatory bodies, or that have ceased to have any relevance or purpose. Our policy for the retention and destruction of information is available through the publication scheme.

ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME

Online: most information listed in our publication scheme is available from this website: <http://www.scottishcanals.co.uk>. Details of the relevant links which will take you to the page or document required are provided in the publication scheme.

By email: if the information you request is not available on the website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. When requesting information, please include full contact details, including name, address and a telephone number so that we can telephone to clarify details, if necessary.

By phone: information can be requested over the telephone. Please provide full contact details, including name, address and a telephone number, so that we can telephone to clarify any details, if necessary.

By post: all information is also available in a paper copy form. When requesting information, please include the following details: your name and address, the information or documents you want to see. Please include a telephone number so that we can telephone to clarify details, if necessary.

Personal visits: for some classes of information, you may need to make an appointment to view the information.

Requests for information should be submitted by post, by telephone, in person or by email to:

Head of Legal Services
Scottish Canals
Canal House
Applecross Street
Glasgow
G4 9SP

Tel: 0141 354 7537

E-mail: enquiries@scottishcanals.co.uk

Similarly, if you have any difficulty determining the information you want to see, please contact the Head of Legal Services, who will be happy to help.

COMPLAINTS

If you wish to comment on this scheme or if you require assistance or need to make a complaint, then you should contact the Head of Legal Services by post, by telephone, in person or by email as detailed above.

If you are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act. The enquiry line is open from 9am to 5pm, from Monday to Friday - 01334 464610. Or you can email on enquiries@itspublicknowledge.info

FEEDBACK

As part of our statutory duty we are required to review our publication scheme periodically. Scottish Canals welcomes feedback on how we can develop our scheme further. If you want to make any comments about the publication scheme or if you require any assistance please contact the Head of Legal Services by post, by telephone, in person or by email as detailed above.

GUIDE TO INFORMATION

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt 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 Canals has adopted the **Model Publication Scheme** (updated November 2018) produced by the Scottish Information Commissioner.

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 cannot reasonably 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 doing so).

Exempt information

We will publish the information we hold that falls within the classes of information. 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 withhold the information or provide a redacted version for publication but we will explain why we have done so.

Copyright and re-use

Where Scottish Canals holds the copyright in 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 and the copyright status acknowledged.

Some material we include in our publication scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

Charges

Wherever possible, information contained within our Guide is available from us free of charge, where it can be downloaded from our website, where it can be sent to you electronically by email or viewed at our premises.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual cost of reproduction and postage to Scottish Canals as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white) and 30p per A4 side of paper (colour copy).

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.

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 on any other costs to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8). 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:

Scottish Canals
Canal House
Applecross Street
Glasgow
G4 9SP

Email: enquiries@scottishcanals.co.uk

Tel: 0141 332 6936 (please ask to be put through to Nicola Christie)

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 Scottish Canals

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

Freedom of Information Publication Scheme (Updated August 2020)

CLASS 1: ABOUT Scottish Canals	
Class description: Information about Scottish Canals, who we are, where to find us, how to contact us, how we are managed and our external relations	
General Information about Scottish Canals	
The information we publish under this class	How to access it

Authority name, address and contact details for headquarters and principal offices	https://www.scottishcanals.co.uk/contact-us/
Organisational structure, roles and responsibilities of senior officers	https://www.scottishcanals.co.uk/corporate/about-us/
Contact details for customer care and complaints functions	https://www.scottishcanals.co.uk/corporate/policy/customer-service
Guide to Information and link to the Model Publication Scheme	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Charging schedule for published information	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Contact details and advice about how to request information from the authority	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Charging schedule for environmental information under the Environmental Information (Scotland) Regulations 2004	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Legal framework of Scottish Canals	https://www.scottishcanals.co.uk/corporate/about-us/our-structure-and-governance/
How Scottish Canals is run	
Our Board	https://www.scottishcanals.co.uk/corporate/about-us/meet-the-board/

The management team	https://www.scottishcanals.co.uk/corporate/about-us/meet-the-management-team/
Board Members' Code of Conduct	https://www.scottishcanals.co.uk/corporate/about-us/meet-the-board/board-code-of-conduct/
Governance Arrangements	https://www.scottishcanals.co.uk/wp-content/uploads/sites/2/2018/09/Corporate-and-Operational-Governance-Arrangements-May-2018.pdf
Board Members' Register of Interests	https://www.scottishcanals.co.uk/corporate/about-us/meet-the-board/
Financial Memorandum	https://www.scottishcanals.co.uk/wp-content/uploads/sites/2/2015/05/Scottish-Canals-Framework-Document-with-covers.pdf
Corporate Planning	
Vision & Values	https://www.scottishcanals.co.uk/corporate/about-us/our-brand/our-vision/
Corporate Plan	https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2017/03/Scottish-Canals-Corporate-Plan-2017-20-Final-version-14-March-2017....pdf
Corporate Policies	https://www.scottishcanals.co.uk/corporate/policy/
External Relations	
Stakeholder Engagement	https://www.scottishcanals.co.uk/corporate/meetings-consultations/customer-forum-stakeholder-meetings-and-minutes
Internal and External audit arrangements	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Strategic agreements with other bodies	https://www.scottishcanals.co.uk/corporate/partners/
Keeping others informed	
What's on	https://www.scottishcanals.co.uk/events/
News Releases	/http://www.scottishcanals.co.uk/media-centre/press-releases

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
Description of functions, including statutory basis for them, where applicable	https://www.scottishcanals.co.uk/corporate/about-us/our-structure-and-governance/
Strategies and policies for performing statutory functions	https://www.scottishcanals.co.uk/corporate/policy/
How to apply for a licence, warrant, grant etc where it is a function of the authority to approve	https://www.scottishcanals.co.uk/activities
How to report a concern	https://www.scottishcanals.co.uk/contact-us/
Statutory registers	https://www.scottishcanals.co.uk/corporate/
Services	
Information about our services to the public	https://www.scottishcanals.co.uk/corporate/policy/customer-service/
Quality and standards	https://www.scottishcanals.co.uk/corporate/policy/customer-service/ https://www.scottishcanals.co.uk/corporate/policy/
Fees and charges	https://www.scottishcanals.co.uk/ https://www.scottishcanals.co.uk/activities/

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
Minutes of Board Meetings	https://www.scottishcanals.co.uk/corporate/meetings-consultations/board-meetings/
Consultations	https://www.scottishcanals.co.uk/corporate/policy/publications-and-strategy-documents/

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
Financial statements, including annual accounts and quarterly budget statements	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Financial statements required by statute	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/ https://www.scottishcanals.co.uk/corporate/facts-and-figures/public-service-reform-reporting/
Financial policies and procedures for budget allocation	Contact our Finance Team enquiries@scottishcanals.co.uk
Purchasing plans and capital funding plans	Contact our Finance Team enquiries@scottishcanals.co.uk
Financial administration manual/internal financial regulations	Contact our Finance Team enquiries@scottishcanals.co.uk
Expenses policies and procedures	Contact our Finance Team enquiries@scottishcanals.co.uk
Senior staff/board member expenses at category level eg travel, subsistence and accommodation	Contact Finance Team enquiries@scottishcanals.co.uk

Board member remuneration other than expenses	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Pay and grading structure	Contact HR Team enquiries@scottishcanals.co.uk
Investments, summary information about endowments, investments and pension fund	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources

The information we publish under this class	How to access it
Human Resources	
Strategy and management of human resources	Contact HR Team enquiries@scottishcanals.co.uk
Staffing structure	Contact HR Team enquiries@scottishcanals.co.uk
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Contact HR Team enquiries@scottishcanals.co.uk
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Contact HR Team enquiries@scottishcanals.co.uk
Physical Resources	
Management of our land and property assets, including environmental/sustainability reports	https://www.scottishcanals.co.uk/assets/
Description of our land and property holdings	https://www.scottishcanals.co.uk/placemaking/

	Contact our Estates Team enquiries@scottishcanals.co.uk
Estate development plans	https://www.scottishcanals.co.uk/placemaking/opportunities/ Contact our Estates Team enquiries@scottishcanals.co.uk
Maintenance arrangements	https://www.scottishcanals.co.uk/news/category/canal-works/ Contact our Operations Team enquiries@scottishcanals.co.uk
Information Resources	
Records Management Plan and Progress Update Reviews	https://www.scottishcanals.co.uk/corporate/policy/public-ations-and-strategy-documents/managing-our-public-records-reporting-to-the-national-records-of-scotland/
Records Management policy, including records retention schedule	Contact our Information Governance team enquiries@scottishcanals.co.uk
Asset management policies and procedures	https://www.scottishcanals.co.uk/assets/asset-management-strategy-2018-30/ Contact our Asset Management team enquiries@scottishcanals.co.uk
Information Governance	Contact our Information Governance team enquiries@scottishcanals.co.uk
Freedom of Information policy	https://www.scottishcanals.co.uk/corporate/policy/freed-om-of-information/
Data Protection policy and data subjects rights	https://www.scottishcanals.co.uk/corporate/policy/data-protection/

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
Procurement policies and procedures	https://www.scottishcanals.co.uk/corporate/policy/procurement-and-tendering/

Invitations to tender	https://www.scottishcanals.co.uk/corporate/policy/procurement-and-tendering/
List of contracts (including name of supplier, period of contract and value)	https://www.scottishcanals.co.uk/corporate/policy/procurement-and-tendering/ Contact procurement@scottishcanals.co.uk

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how Scottish Canals performs as an organisation, and how well we deliver our functions and services

The information we publish under this class	How to access it
Business Plan	https://www.scottishcanals.co.uk/corporate/about-us/our-brand/business-plan/
Annual Report & Accounts	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Performance Information	https://www.scottishcanals.co.uk/corporate/customer-hub/board-meetings-and-minutes/

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	How to access it
Online shop	https://www.scottishcanals.co.uk/shop/
Canal related products	https://www.scottishcanals.co.uk/falkirk-wheel/ The Horsebox; The Caledonian Canal Centre and Waterway offices

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Type Briefing

Approver Executive Management Team

Responsible Manager Head of Legal Services

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Corrections / Unplanned or Ad hoc reviews (see Summary of changes below for details)

Summary of changes to document

Date	Action by	Version updated	New version number	Brief description
8/10/19	NJC	V01	V02	Document update in line with Model Publication Guidance produced and approved by Scottish Information Commissioner on 1 st November 2018
26/08/2020	AS	V02	V03	Update to Information Resources reflecting current organisational structure