

## PERTH AND KINROSS COUNCIL

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

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 they publish and whether information is available free of charge or on payment

Perth and Kinross Council has adopted the **Model Publication Scheme (the MPS)**, which was approved by the Scottish Information Commissioner on 1 November 2018. This guide was last updated in February 2019.

You can see this scheme on the Commissioner's website at <http://www.itspublicknowledge.info/MPS> or by contacting us at the address below if you prefer a copy to be provided to you in another format.

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

#### *Published information*

Please note that "published" information can be defined as information which is:

- i. Already produced and prepared and
- ii. Available to anyone to access easily without having to make a request for it

Research and information services which involve the commissioning of new information are not "publications"

#### *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 and re-use*

Where Perth and Kinross Council 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

Where Perth and Kinross Council does not hold the copyright in information we publish, we will make this clear.

Requests for published information to be re-used will be considered on a case by case basis in line with the Re-Use of Public Sector Information Regulations 2015.

## **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.

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**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A3	15p
A4	10p

### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A3	25p
A4	20p

Information provided on CD-Rom will be charged at £1.00 per computer disc. Postage costs will be recharged at the rate we pay to send the information to you. Our charge is for sending information by Royal Mail First Class post.

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:

Freedom of Information Team  
Perth and Kinross Council  
2 High Street  
Perth  
PH1 5PH

Tel: 01738 477933  
Fax: 01738 477939  
Email: [foi@pkc.gov.uk](mailto:foi@pkc.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.

Museums, Galleries and Libraries transferred to a new Trust, Culture Perth and Kinross, on 1 April 2016. Requests for information published by Culture Perth and Kinross should be directed to [enquiries@culturepk.org.uk](mailto:enquiries@culturepk.org.uk)

## Terms used

Term used	Explanation
<b>FOISA</b>	The Freedom of Information (Scotland) Act 2002
<b>EIRs</b>	The Environmental Information (Scotland) Regulations 2004
<b>Model Publication Scheme</b>	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
<b>MPS</b>	The Model Publication Scheme
<b>Guide to Information</b>	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
<b>MPS Principles</b>	The six key principles with which all information published under the MPS must comply
<b>Classes of information</b>	Nine broad categories describing the types of information authorities must publish (if they hold it)
<b>Notification form</b>	The form an authority must submit to notify the Commissioner of its adoption of the MPS

## 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.

The classes are:

- Class 1: About Perth and Kinross Council
- 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 PERTH AND KINROSS COUNCIL

### Class description:

Information about Perth and Kinross 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 includes:

### CLASS 1: ABOUT PERTH AND KINROSS COUNCIL

#### Class description:

Information about Perth and Kinross 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 includes:

##### ***About us***

[Council departments](#)

[Offices and opening hours](#)

[Contact the Council](#)

[Contact the Communications Team](#)

[How to make a FOI request](#)

[How to make a complaint](#)

##### ***External relations / working with others***

[Consultations and Community Engagement](#)

[Provost and civic engagements](#)

Information on establishing and operating [Community Councils](#)

##### ***Keeping others informed***

[Current](#) Council news releases

[Archived](#) news releases

[Email subscription service](#)

Social media profiles – [Twitter](#), [Facebook](#)

[Events calendar](#)

##### ***How the Council is run***

Overview of [Councillors](#)

##### ***Corporate Planning***

[Corporate Plan 2018-2022](#)

See the [A-Z listing](#) on our website for more information we publish under this class

## CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

### Class description:

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

**The information we publish under this class includes:**

***Business and trade***

[Non Domestic Rates](#)

[Building standards](#)

[Commercial waste and recycling](#)

[Health and Safety](#)

[Planning and building](#)

[Regeneration and city centre management](#)

[Support for businesses](#)

[Tenders and contracts](#)

[Trading standards](#)

[Venue hire and hall booking](#)

***Community life and leisure***

[Community campuses](#)

[Community learning and development](#)

[Exploring the Countryside](#)

[Emergencies, safety and crime](#)

[Events and venue hire](#)

[Family history](#)

[Parks and green spaces](#)

[Leisure, sport and culture](#)

[Venue hire and hall booking](#)

***Council and government***

[Birth, marriages and death](#)

[Community planning](#)

[Statistics, facts and figures](#)

[Council departments](#)

[Performance](#)

[Council tax](#)

[Elections and voting](#)

[Data protection and freedom of information](#)

[Emergencies, safety and crime](#)

[Equality and diversity](#)

[Charges for Council Services](#)

[Jobs and careers](#)

[Tenders and contracts](#)

***Education and learning***

[Early learning and childcare](#)

[Community learning and development](#)

[Nurseries and early learning](#)

[Schools and learning](#)

[Support for children, young people and families](#)

***Housing***

[Adapting homes](#)

[Council and private housing](#)

[Council tax](#)

[Finding a home](#)

[Housing associations](#)

[Council Tax Reduction and Housing Benefit](#)

[Private housing](#)

[Older Persons' Housing](#)

### **Jobs and careers**

[Working within Perth & Kinross Council](#)

[Employment opportunities for young people](#)

[European social fund employability and social inclusion programme](#)

### **Law and licensing**

[Birth, marriages and death](#)

[Data protection](#) and [freedom of information](#)

[Public health](#)

[Health and safety](#)

[Licences and permits](#)

[Trading standards](#)

### **Planning and the environment**

[Animal welfare officers and dog control](#)

[Building standards](#)

[Heritage conservation](#)

[Exploring the Countryside](#)

[Emergencies, safety and crime](#)

[Public health](#)

[Greener living](#)

[Allotments](#)

[Parks and green spaces](#)

[Planning and building](#)

[Pollution](#)

[Street care and cleaning](#)

[Bins and recycling](#)

### **Promoting Perth and Kinross**

*Note – not all of this information is currently published on our website but copies are available on request*

Filming in Perth and Kinross

Perthshire brand

Perthshire produce guide

New workers

Social economy

### **Social care and health**

[Support for Unpaid Carers](#)

[Childcare](#)

[Community transport](#)

[Criminal justice services](#)

[Disabilities and adapting homes](#)

[Fostering, adoption and kinship care](#)

[Health and wellbeing](#)

[Accessing social care for adults](#)

[Home care](#)

[Mental health and wellbeing strategy](#)

[Services for adults and older people](#)

[Services for young people](#)

### ***Tourism and visitor attractions***

[Walks and paths to explore](#)

[Outdoor access rights and responsibilities](#)

[Forest plan](#)

[Fishing](#)

[Skate parks](#)

[Play areas](#)

[Outdoor sports pitches](#)

[Jet skiing on the River Tay](#)

[Parks and green spaces](#)

### ***Transport and streets***

[Parking](#)

[Roads, transport and parking](#)

[Street care and cleaning](#)

[Transport planning](#)

[Walks and paths to explore](#)

See the [A-Z listing](#) on our website for more information we publish under this class

## **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 includes:**

[Minutes, agendas and reports for Committee Meetings](#)

[Committee remits, standing orders and scheme of administration](#)

[Community Planning](#)

[Major planning applications](#)

[Environmental Impact Assessment Reports](#) undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017

See the [A-Z listing](#) on our website for more information we publish under this class

## **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 includes:**

*Note – not all of this information is currently published on our website but copies are available on request*

[Annual accounts](#)

Details of the [Council budget](#)

[Budget consultation](#)

[Charges for Council Services](#)

[Councillor expenses](#)

Employee salary scales

See the [A-Z listing](#) on our website for more information we publish under this class

## **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 Perth and Kinross Council

### **The information we publish under this class includes:**

*Note – not all of this information is currently published on our website but copies are available on request*

#### **Human Resources**

[Our people charter and strategy](#)

Employee Policies and Procedures, including:– Absence / Leave; Maximising Attendance; Equality, Benefits and Pay; Health, Safety and Wellbeing; Working Hours; Employee Relations; Employee Groups; Starting, Moving and Leaving

[Recruitment and selection policy](#)

#### **Physical Resources**

Maintenance arrangements, including [Council housing](#), [ground and verges](#) and [roads and street lighting](#)

[Sustainable development](#)

[Building Standards register](#)

[Planning applications register](#)

#### **Information resources**

[Data Protection Policy](#)

[Freedom of Information Policy](#)

Records Management Policy and Records Retention Schedule

[Statistics, facts and figures](#)

See the [A-Z listing](#) on our website for more information we publish under this class

## 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 includes:

[Improving support for suppliers](#)

[Procurement Strategy](#)

[Conditions of purchase](#)

Contact details for the [Procurement Team](#)

Various additional information, including:

Any information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015 Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value

Links to procurement information the authority publishes on the Public Contracts Scotland website

See the [A-Z listing](#) on our website for more information we publish under this class

## 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 includes:

[PK Performs](#)

[Evidence Portal](#)

[Benchmarking for improvement](#)

[Council Plans and Reporting](#) - Strategic documents, service plans and statutory performance indicators

[Quality of life indicators](#)

[Housing service performance](#)

Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended

Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended

See the [A-Z listing](#) on our website for more information we publish under this class

## 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

We do not hold or publish any information under this class


<b>CLASS 9: OUR OPEN DATA</b>
-------------------------------

<b>Class description:</b>
---------------------------

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

<b>The information we publish under this class</b>
--

<a href="#">Open Perth and Kinross</a>
--

See the <a href="#">A-Z listing</a> on our website for more information we publish under this class
---

**Last Updated: February 2019**