

# **Aberdeenshire Council**

## **Guide to information available through the Scottish Information Commissioner's Model Publication Scheme 2018**

**Last Reviewed: December 2018**

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# GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

## 1. INTRODUCTION

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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.

Aberdeenshire Council has adopted the Model Publication Scheme 2013 (Updated November 2018).

You can see this scheme on the Commissioner's website at [www.itspublicknowledge.info/MPS](http://www.itspublicknowledge.info/MPS) 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). We may also be able to offer translation services if you require the information in a different language.

## **2. GENERAL INFORMATION AND KEY CONTACT DETAILS**

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We aim to make our publication scheme as user-friendly as possible, and we also hope that you can access all the information we publish with ease.

You can contact us for assistance with any aspect of this publication scheme, and we will try to resolve your query as quickly as possible:

Freedom of Information  
Aberdeenshire Council,  
Woodhill House,  
Westburn Road,  
Aberdeen AB16 5GB  
Email: [foi@aberdeenshire.gov.uk](mailto:foi@aberdeenshire.gov.uk)

### 3. COPYRIGHT

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Aberdeenshire 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 reused - 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 Aberdeenshire 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 [www.oqps.gov.uk](http://www.oqps.gov.uk). 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 re-use 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 Aberdeenshire Council to re-use the information.

Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) 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 refer to the contact details on the front page.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/advice/psiregulations/index.htm>.

We can provide you with a copy of this information if you do not have internet access.

#### 4. INFORMATION ABOUT CHARGES

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Unless a charge is otherwise indicated, all information contained in the scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

If payment is required for the information you want, 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.

We do not charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We may charge for providing information in paper copy or computer disc / alternative formats. Aberdeenshire Council is mindful of its obligations under equality legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

<b>Reproduction Costs</b>	
Black and white copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats	
Computer discs	£1 per CD-Rom / DVD
<b>Postage</b>	
Charged at the cost to the Council of sending the information by first class post	

There are a small number of pre-printed publications for which Aberdeenshire Council makes a charge, for example the statutory Local Development Plan. These publications will be charged according to how much it actually cost the Council to have them professionally printed.

For example, if the Council has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the Council is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report – plus actual postage costs, as set out in the above table – but no more than this.

Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

## **5. INFORMATION EXEMPT FROM THE PUBLICATION SCHEME**

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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.

## 6. THE CLASSES OF INFORMATION THAT WE PUBLISH

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- **Class 1: About Aberdeenshire Council**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-1/>
- **Class 2: How we deliver our functions and services**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-2/>
- **Class 3: How we take decisions and what we have decided**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-3/>
- **Class 4: What we spend and how we spend it**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-4/>
- **Class 5: How we manage our human, physical and information resources**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-5/>
- **Class 6: How we procure goods and services from external providers**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-6/>
- **Class 7: How we are performing**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-7/>
- **Class 8: Our commercial publications**  
We do not hold information under this class.
- **Class 9: Our open data**  
<https://www.aberdeenshire.gov.uk/online/model-publication-scheme/class-9/>