

CITY OF EDINBURGH COUNCIL

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

Introduction

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 whether information is available free of charge or on payment

The City of Edinburgh Council has adopted the Model Publication Scheme 2013 which has been produced and approved by the Scottish Information Commissioner. It is approved until 31 May 2017. You can see this scheme on the Commissioner's website at: <http://www.itspublicknowledge.info/MPS>

You can also contact us at the address below if you prefer a copy to be provided in a different format.

The purpose of the guide is to:

- allow the public to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Availability and formats

The information published through this model scheme is, wherever possible, available on our website. We offer alternative arrangement for people who do 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 will remove or redact the information before publication and explain why.

Copyright

Where the City of Edinburgh 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 the City of Edinburgh Council does not hold copyright in information we publish, we will make this clear.

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, 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 charges are detailed in the table below:

Reproduction costs	
Black and white copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats	
Computer discs	£1 per CD-Rom / DVD

Postage costs may 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 below). 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:

Records and Information Compliance Unit
City of Edinburgh Council
Waverley Court – Business Centre 3:1
4 East Market Street
Edinburgh
EH8 8BG

Tel: 0131 469 6200

Email: foi@edinburgh.gov.uk

We will also 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.

The classes are:

Class 1: About the City of Edinburgh 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