



**NORTH LANARKSHIRE COUNCIL**

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

**Updated February 2019**

## Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish Public Authorities to produce and maintain a Publication Scheme. Authorities, including North Lanarkshire Council, are required to:-

- publish the classes of information that they make routinely available; and
- tell the public how to access the information and what it might cost.

North Lanarkshire Council has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner.

You can see this Scheme on the Commissioner's website at

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

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 for providing you with information;
- explain how you can find the information easily;
- provide contact details for enquiries and to get help with accessing information; and
- explain how to request information we hold that has not been published.

## Availability and exemptions

### Availability and formats of information

The information we publish through the Model Scheme is, wherever possible, available using the A-Z, search facility and the site map on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information on line or by inspection at our premises. For example, we can usually arrange to send information to you on 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

Where North Lanarkshire 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 North Lanarkshire Council does not hold the copyright and 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 for access to registers.

We may charge you for providing information to you, for example photocopying and postage, but we will only charge you what it actually costs us to do so.

We will always tell you what the charge is and how it has been calculated before providing the information to you. We will not provide you with the information until you have paid us.

### Reproduction costs

Where charges are applied, photocopied information will be charged at the standard rate of 10p for each A4 sheet copied (black and white) and 30p per A4 sheet copied (colour copy) and, in respect of larger copies - such as plans, technical drawings etc. - in addition, the cost to the Council of reproducing these items.

The provision of documents identified on the MARS (Minutes, Agendas and Report System) is charged at a rate of 32p per sheet copied.

### General Freedom of Information requests

There will be no charge for information requests which cost us £100 or less to process.

Where information costs between £100 and £600 to provide you may be asked to pay 10% of the costs. That is, if you were to ask for information that costs us £600 to provide, you may be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

We are not obliged to respond to requests which will cost us over £600 to process.

In calculating any fees, staff time will be calculated at actual cost per staff member hour salary rate to a maximum of £15 per person per hour.

We do not charge for the time taken to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a Fees Notice) and how it has been calculated. You will have three months from the date of issue of the Fees Notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

### Charges for Environmental Information

There will be no charge for Environmental Information Requests which cost us £100 or less to process.

Where the projected costs exceed £100 but do not exceed £600 – we will charge 10% of the projected costs above £100.

Where the projected costs exceed £600 but, nonetheless, it is determined that the Council provide the information, we will charge £50 (10% of £600 minus £100) plus the amount by which the projected costs exceed £600. For example, if the projected cost of complying with a request were £700, the recovered cost would be £150 (£50 plus the difference between £600 and £700).

In calculating fees for Environmental Information requests, any staff time will be calculated at actual cost per staff member hourly salary rate and will not be capped.

The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

The provisions contained in this guide for charging for information does not apply to the Council's Commercial Publications (see Class 8 in Part 8 of this Guidance). These items are offered for sale through retail outlets such as bookshops, academic journal websites or museum shops and their price reflect a 'market value' which may include the cost of production.

## Contact us

You can contact us for assistance with any aspect of this guide to information or in relation to the Council's adoption of the Model Publication Scheme. The Council's details for contact in this respect are provided below:-

Legal Manager  
Legal and Democratic Solutions  
North Lanarkshire Council  
Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB  
Tel: 01698302484  
Fax: 01698302211  
Email: foirequest@northlan.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 the publication scheme or this guide to information.

## The classes of information that we publish

We publish information that we hold within the classes below. This information can be accessed using the A-Z and the search facility found on each page of our website. Alternatively, there is also a site map at the top of each page on our website which you may find useful.

Once the 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 North Lanarkshire Council

Class description: information about North Lanarkshire Council, who we are, where to find us, how to contact us, how we are managed and our external relations.

Included in this class are the following:

- breakdown of the political composition of the Council;
- identity of Council Members and wards;
- composition of the Council's committees and sub-committees;
- schedule of Council meetings, including meetings of the Council as well as its committees and sub-committees; and
- names and responsibilities of Chief Officers of the Council.

For more information, see undernoted links: -

[Council & Community](#)

[Contact Us](#)

[Councillors & Committees](#)

[How The Council Works](#)

[Performance & Improvement](#)

# 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.

Included in this class are the following:

- the Council's corporate plan, single outcome agreement and community plan; and
- information on the Council's services and how to access these.

For more information, see undernoted link: -

[Policies, Strategies & Plans](#)

# 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.

Included in this class are the following:

- documents detailing the Council's decision making framework, including its scheme of administration, standing orders, scheme of delegations and the minutes, agendas, and reports system (MARS);
- the Council's public consultation and engagement arrangements; and
- Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessments) (Scotland) Regulation 2017.

For more information, see undernoted links: -

[Consultations](#)

[Planning Applications](#)

[Council minutes, agendas and reports](#)

## 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 spend public money) and what has actually been spent.

Included in this class are the following:

- financial statements, including annual accounts and quarterly budget statements;
- budget allocation to key policy, function and service areas; and
- purchasing plans and capital funding plans.

For more information, see undernoted link : -

[Budget, Facts & Figures](#)

[Annual 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 in North Lanarkshire Council.

Included in this class are the following:

- strategy and management of the Council's human resources;
- details of the Council's staffing structure; and
- management of the Council's land and property assets.

For more information, see undernoted links: -

[Commercial and industrial properties to let](#)

[Our Employment Policies](#)

## Class 6: How we purchase goods and services from external providers

Class description: Information about how we purchase goods and services, and our contracts with external providers.

Included in this class are the following:

- the Council's procurement policies and procedures.

For more information, see undernoted links: -

[Procurement & Tenders](#)

## 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.

Included in this class are the following:

- the Council's Performance Indicators; and
- Equality Reports.

For more information, see undernoted links: -

[Performance Indicators](#)

[Equality & Diversity](#)

## Class 8: Our commercial publications

Class description: Information packages are made available for sale on a commercial basis and sold at market value through a retail outlet, e.g. bookshop, museum or research journal.

Included in this class is the following:

- the Council has a number of publications which are available for purchase. Details of these publications can be found in the libraries and museums managed by CultureNL

For more information, see the undernoted link: -

[www.culturenl.co.uk](http://www.culturenl.co.uk)

## Class 9: Our Open Data

Class description: Open data made available by this authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

Included in this class is the following:

- the Council's open data plan and open data sets.

For more information, see the undernoted link: -

[Open Data](#)