

AGENDA ITEM 11

REPORT NO. VAL/23/17

The Highland & Western Isles Valuation Joint Board

Draft Model Publication Scheme 2017

24 November 2017

**Guide to Information Available Through
The Scottish Information Commissioner's Model Publication Scheme 2017**

Document Control Sheet:

Title	Freedom of Information - Guide to Information Available Through The Scottish Information Commissioner's Model Publication Scheme V01 2017 Current Issue
Who should use this	All HWIVJB Staff
Author	Office & Support Manager
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Reviewer	Office & Support Manager
Date of next planned review	October 2018

Summary of changes to document

REVIEW NO.	DETAILS	RELEASE DATE	REVIEWED BY
1	UPDATED POLICY	OCTOBER 2017	M THOMSON
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Terms Used	
Term Used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification Form	The form an authority must submit to notify the Commissioner of its adoption of the MPS
Re-use Regulations	The re-use of Public Sector Information Regulations 2015
Copyright law	The Copyright, Designs and Patents Act 1988
SAA	Scottish Assessors Association
Assessor	Statutory official appointed by local Valuation Authority
ERO	Electoral Registration Officer appointed in terms of section 8 of the Representation of the People Act 1983
Valuation Roll	List of non-domestic properties for the Valuation Area with appropriate Rateable Valuations as a basis for rates bills
Council Tax List	List of domestic properties within the Valuation Area with appropriate Bands
Electoral Register	List of electors registered to vote
Valuation Appeal Committee Hearings	Meetings of the Local Valuation Appeal Committee
Key Performance Indicators	Indicators to ensure best value
Portal Data Custodian	Administrator of data published on the Scottish Assessors Association website

**ASSESSOR FOR THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD/
THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD**

**GUIDE TO INFORMATION AVAILABLE THROUGH
THE MODEL PUBLICATION SCHEME 2017**

The Freedom of Information (Scotland) Act 2002 (FOISA) 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 published and whether information is available free of charge or on payment*

The Assessor for The Highland & Western Isles Valuation Joint Board and The Valuation Joint Board have adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info or by contacting us at the address below:

The Highland & Western Isles Valuation Joint Board
Moray House
16-18 Bank Street
Inverness
IV1 1QY
Tel: 01463 703311
assessor@highland.gov.uk
www.highland.gov.uk/hwi-vjb

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.*
- *Explain how you can re-use public sector information*

The MPS imposes six principles which guide the way authorities must make their information available:

- *Principle 1: Availability and Formats*
- *Principle 2: Exempt Information*
- *Principle 3: Copyright and Re-Use of public sector information*
- *Principle 4: Charges*
- *Principle 5: Advice and assistance*
- *Principle 6: Duration*

The Guide also contains the following sections:

- *Contact Us*
- *Notifying the Commissioner*
- *The Classes of Information that we Publish*
- *How to access information which is not available under this scheme*
- *Requests for your own personal data*

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

Where the Assessor for The Highland & Western Isles Valuation Joint Board or The Highland & Western Isles Valuation Joint Board 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 Assessor for The Highland & Western Isles Valuation Joint Board or The Highland & Western Isles Valuation Joint Board does not hold the copyright in information we publish, we will make this clear.

Re-Use of Published Information

The Assessor is not a Public Sector Body in terms of the Re-use of Public Sector Information Regulations 2015. Therefore the statement below only applies to information held by The Highland & Western Isles Valuation Joint Board in pursuit of its public task.

The business of the Valuation Joint Board falls into five main categories, Council Tax, Non-Domestic Rating, Electoral Registration, IT and other Business Support Services (such as personnel, finance etc.), though, as above, Valuation Rolls, Council Tax Valuation Lists, Electoral Registers and their supporting data will not be covered.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

Unless otherwise stated, all information contained within our scheme is available from us free of charge where it can be viewed on our website or where it can be sent to you electronically by email. There is also no charge to view information at our premises.

We reserve the right to impose charges for providing information in other formats. Charges will reflect the actual costs of reproduction and postage to the authority, 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 sheet (black and white copy)
- 30p per A4 sheet (colour copy)

Computer discs will be charged at the rate of £1.00 per CD-Rom/DVD.

Postage Cost

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

For the avoidance of doubt these costs relate to the delivering of information which is otherwise free.

Fixed Charge Publications

There are a small number of pre-printed publications for which the Assessor for The Highland & Western Isles Valuation Joint Board makes a charge. These documents include the Valuation Roll, Council Tax List and Electoral Register.

The costs for these documents are detailed below:

Valuation Rolls

Definition

“List of non-domestic properties for the Valuation Area with appropriate Rateable Valuations as a basis for rates bills.”

Availability

Website (www.saa.gov.uk). Electronic format from the Portal Data Custodian at the office of the:-

Assessor for Grampian Valuation Joint Board
Woodhill House
Westburn Road
Aberdeen
AB16 5GE

Tel: 01224 664360
Fax: 01224 664361

e-mail: datacustodian@saa.gov.uk

The Valuation Roll can be viewed free of charge at our offices in Inverness, Dingwall, Wick and Stornoway and main Libraries throughout Highland.

Costs in Paper format

£60 Per Local Authority Area

Costs in Electronic format

£50 per extract

Council Tax Lists

Definition

“List of domestic properties within the Valuation Area with appropriate Bands”

Availability

Website (www.saa.gov.uk). Electronic format from Portal Data Custodian at the office of the:-

Assessor for Grampian Valuation Joint Board
Woodhill House
Westburn Road
Aberdeen
AB16 5GE

Tel: 01224 664360
Fax: 01224 664361

e-mail: atacustodian@saa.gov.uk

The Council Tax List can be viewed free of charge at our offices in Inverness, Dingwall, Wick and Stornoway and main Libraries throughout Highland.

Costs in Paper format

£75 Per Local Authority Area

Costs in Electronic format

£50 per extract

Extract Certificates from the Council Tax List or Valuation Roll do not fall within any class of this publication scheme, but we do provide Extract Certificates and photocopies from the Valuation Roll and Council Tax List.

The cost for this additional service can be obtained by contacting us at:

The Highland & Western Isles Valuation Joint Board
Moray House
16-18 Bank Street
Inverness
IV1 1QY
Tel: 01463 703311
assessor@highland.gov.uk
www.highland.gov.uk/hwi-vjb

Electoral Register (Open or Edited version)

Definition

"Open version of the Register of Electors. This version does not include the names of those electors whose names appear in the full version of the Register but who have taken advantage of the Representation of the People Legislation and chosen to have their names excluded from the Open version of the Register, which can be sold to anyone."

Availability

Paper copies of the Open Register can be inspected at the Board's Offices at Inverness, Dingwall, Wick or Stornoway.

Cost

Per Representation of the People (Scotland) Regulations 2001.

If in Data Format

The fee for purchasing a copy of the register in data format is at the rate of £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it.

If Printed

The fee for purchasing a copy of the register in the printed form is at the rate of £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it.

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.

Duration

Where available, information for the current and previous two financial years is published on The Highland & Western Isles Valuation Joint Board website. If we have updated or superseded any information, only the current version will be made available.

Contact Us

You can contact us for assistance with any aspect of this publication scheme:

The Highland & Western Isles Valuation Joint Board
Moray House
16-18 Bank Street
Inverness
IV1 1QY
Tel: 01463 703311
assessor@highland.gov.uk
www.highland.gov.uk/hwi-vjb

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.

Notifying the Commissioner

In accordance with paragraph 9(ii) of the Scottish Information Commissioner's Model Publication Scheme, the Assessor for The Highland & Western Isles Valuation Joint Board or The Highland & Western Isles Valuation Joint Board undertake to notify the Commissioner if their legal status changes.

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 the Assessor for The Highland & Western Isles Valuation Joint Board or The Highland & Western Isles Valuation Joint Board
- 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

Notes

The Assessor for The Highland & Western Isles Valuation Joint Board or The Highland & Western Isles Valuation Joint Board are required to publish the information they hold which falls within the classes of the Model Publication Scheme. If we do not hold information within a class, this is indicated under the class description below.

CLASS 1: ABOUT THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD AND THE ASSESSOR FOR THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

Class Description:

Information about the Assessor for The Highland & Western Isles Valuation Joint Board and the Assessor for the Highland & Western Isles Valuation Joint Board, 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	How to access it
Organisation structure and senior staff	HWIVJB website
Addresses and Contact Details	HWIVJB website
Board Members	HWIVJB website
Copyright Statement	Pages 4-5 of this document
Business Information	HWIVJB website
Comments and Complaints	HWIVJB website
Public Sector Equality Duties	HWIVJB website
FOI Publication Scheme and Guide to Information	HWIVJB website
FOI Policy and Guidance Notes	HWIVJB website
Governance Policies	HWIVJB website
Health & Safety Policies	HWIVJB website
Charging Schedule for Published Information	HWIVJB website
Scottish Assessors' Association	SAA website
Scheme of Reference and Delegation	HWIVJB website
Standing Orders relating to the Conduct of Meetings	HWIVJB website
Video Conferencing Protocol	HWIVJB website
Register of Interests of Board Members (<i>clicking on individual Board Members will give details of register of interests</i>)	Highland Council website
The Valuation Joint Boards (Scotland) Order 1995	National Archives website

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
Code of Corporate Governance 2016-17	HWIVJB website
Council Tax List	SAA website HWIVJB website
Complaints Procedure	HWIVJB website
Have you say on our service questionnaire	HWIVJB website
Electoral Register	HWIVJB website
Electoral Registration Information	HWIVJB website The Electoral Commission website
Revaluation Guidance Notes	SAA website
Valuation Appeal Committee Hearings and Procedures	HWIVJB website (Valuation Roll) HWIVJB website (Council Tax)
Valuation Practice Notes	SAA website
Valuation Roll	SAA website HWIVJB website
Re-Use of Public Sector Information Procedures and Asset List	No information held 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	How to access it
Board Minutes of Meetings	Highland Council website
Departmental Reports	Highland Council website
HWIVJB Annual Audit Plan 2017/18	Highland Council website
HWIVJB Annual Audit Plan 2016/17	Highland Council website
Audit Scotland Annual Audit Report	Highland Council website

2015/16	
Audit Scotland Annual Audit Report 2014/15	Highland Council website
HWIVJB Internal Audit Annual Report 2016/17	Highland Council website
HWIVJB Internal Audit Report - Valuation Roll & Council Tax List August 2017	Highland Council website
HWIVJB Internal Audit Report – Debtors & Income Systems November 2016	Highland Council website
HWIVJB Internal Audit Report – Matters arising from the Statement on Internal Control 2015/16	Highland Council website
HWIVJB Statement on Internal Control 2015/16	Highland Council website
Environmental Impact Assessment Reports undertaken in compliance with the Town & Country Planning (Environmental Impact Assessment (Scotland) Regulations 2017	No information held 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	How to access it
Anti-fraud & Anti-corruption Policy	HWIVJB website
Annual Reports	HWIVJB website
Audited Accounts	HWIVJB website
Financial Regulations	HWIVJB website
Revenue Budget Monitoring statements	Highland Council website
Tender Procedures – Contract Standing Orders	HWIVJB website
Travel and Subsistence Policy	HWIVJB website
The Highland & Western Isles Valuation Joint Board Expenses	Highland Council website

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 the Assessor for The Highland & Western Isles Valuation Joint Board and The Highland & Western Isles Valuation Joint Board.

The information we publish under this class	How to access it
Business Continuity Plan	HWIVJB website
Data Protection Policy	HWIVJB website
Freedom of Information	HWIVJB website
Policies and Procedures	HWIVJB website
Records Management Policy	HWIVJB website
Risk Profile Review	Highland Council website

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
Contract Standing Orders	HWIVJB website
Financial Regulations	HWIVJB website

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	How to access it
Annual Reports	HWIVJB website
Key Performance Indicators	HWIVJB website
Equalities Mainstreaming & Equalities Outcomes 2013-2017	HWIVJB website
Equalities Mainstreaming & Equalities Outcomes Progress Report 2015	HWIVJB website
Equalities Mainstreaming Report 2017-2021	HWIVJB website
Equalities Outcomes Report 2017	HWIVJB website

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
N/A	N/A

CLASS 9: OUR OPEN DATA

Class Description:

Open Data made available by the authority as described by the Scottish Government's Open Strategy and Resource Pack, available under an open data licence.

The information we publish under this class	How to access it
Number of properties by Council Tax Band per Local Authority Area	SAA website
Number and total value of Valuation Roll subjects per Local Authority area	SAA website

HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME (NOT SHOWN IN THIS GUIDE TO INFORMATION)

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to:-

The Office & Support Manager
The Highland & Western Isles Valuation Joint Board
Moray House
16-18 Bank Street
Inverness
IV1 1QY
Tel: 01463 703311
assessor@highland.gov.uk
www.highland.gov.uk/hwi-vjb

Charges for Information Which Is Not Available Under the Scheme

The charges for information which *is* available under this scheme are set out under the section on *Charges* above. If you submit a request to us for information which *is not* available under the scheme the charges will be based on the following calculations:

General 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 cost. That is, if you were to ask for information that cost us £600 to provide, you would 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 fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.*
- *We do not charge for the time 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

We do not charge for the time 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 and how it has been calculated. 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 are calculated on the basis of the actual cost to the authority of providing the information.

- *Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying*
- *Postage is charged at actual rate for first class mail.*
- *Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.*

The first £100 worth of information will be provided to you without charge. Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for Your Own Personal Data

You are entitled to request your personal data from the Assessor for The Highland & Western Isles Valuation Joint Board who reserves the right to charge £10 for requests for an individual's own personal data.