

DISCLOSURE SCOTLAND

GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

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.

Disclosure Scotland has adopted the **Model Publication Scheme 2011** produced by the Scottish Information Commissioner. He has approved this scheme until 31 May 2015. You can see this scheme on our website at <http://www.disclosurescotland.co.uk/publications/> or by contacting us at the address below.

The purpose of this Guide to Information 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 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).

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 Disclosure Scotland 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 Disclosure Scotland does not hold the 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.

Although both FOISA and the EIRs include provision to charge a fee for responding to an information request, the Scottish Government's policy is to not charge applicants for providing information in response to a FOI/EIRs request. As an Agency of the Scottish Government, Disclosure Scotland will adhere to this policy.

However, under section 12 of FOISA, if we estimate that the cost of locating, retrieving and providing the information requested will exceed the £600 upper cost limit, we do not have to comply with the request.

Contact us

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

Address: Disclosure Scotland
PO Box 250
Glasgow
G51 1YU

Email: DSadmin@disclosurescotland.gsi.gov.uk

Telephone: 0141 314 3147

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.

CLASS 1: ABOUT THE AUTHORITY

Class description:

Information about the authority, 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
General Information about us	
Name, address and contact details for our office	http://www.disclosurescotland.co.uk/contact
Organisational structure, roles and responsibilities of senior officers	http://www.disclosurescotland.co.uk/publications/documents/DS_BUSINESSPLAN2010to2011.pdf
Business Opening hours	http://www.disclosurescotland.co.uk/contact

Contact details for customer care and complaints	http://www.disclosurescotland.co.uk/understanding/dispute
Publication Scheme, guide to information and charging schedule	http://www.disclosurescotland.co.uk/publications
Constitution	
Details of Part V of the Police Act 1997	Police Act (Part V) http://www.disclosurescotland.co.uk/publications/documents/PartVPoliceAct1997.pdf
Details of the Protection of Vulnerable Groups (Scotland) Act 2007	Protection of Vulnerable Groups (Scotland) Act 2007 http://www.disclosurescotland.co.uk/publications/
Details of the Rehabilitation of Offenders Act 1974	http://www.disclosurescotland.co.uk/publications
How we are run	
<ul style="list-style-type: none"> ▪ Our governance structure, Board, committees and other decision making structures ▪ Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority eg. Board members, chief officers ▪ Governance policies, including standing orders, code of conduct and register of interests. 	http://www.disclosurescotland.co.uk/publications/documents/DSBUSINESSPLAN2010to2011.pdf http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf
Corporate planning	
<ul style="list-style-type: none"> ▪ Mission statement ▪ Corporate plan ▪ Corporate strategies ▪ Corporate policies ▪ Strategic planning processes 	http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf http://www.disclosurescotland.co.uk/publications/documents/DSBUSINESSPLAN2010to2011.pdf
External relations	
<ul style="list-style-type: none"> ▪ Accountability relationships, including reports to regulators ▪ Internal and External audit arrangements ▪ Subsidiary companies and other significant financial interests ▪ Strategic agreements with other bodies 	http://www.disclosurescotland.co.uk/publications/documents/documents/DSAnnualReportandAccounts20092010.pdf

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
Functions and services	
Description of our functions	http://www.disclosurescotland.co.uk/about http://www.disclosurescotland.co.uk/publications/documents/FrameworkDocument2009.pdf
Strategies, policies and internal staff procedures for performing our functions	http://www.disclosurescotland.co.uk/what-is-disclosure http://www.disclosurescotland.co.uk/publications/documents/DBUSINESSPLAN2010to2011.pdf
How to apply for a Disclosure Certificate or to become a PVG scheme member	http://www.disclosurescotland.co.uk/apply http://www.disclosurescotland.co.uk/apply/individuals
Guidance on Disclosure Certificates	http://www.disclosurescotland.co.uk/what-is-disclosure
Guidance on the PVG scheme	http://www.disclosurescotland.co.uk/pvg/pvg_index.html http://www.disclosurescotland.co.uk/guidance/index.html
Basic Disclosure – On-line notes	http://www.disclosurescotland.co.uk/publications/documents/BDIINSTRUCTIONSrevised25052011.pdf
Code of Practice in connection with the use of disclosure information and with the functions of registered persons	http://www.disclosurescotland.co.uk/publications/documents/PoliceAct1997--CodeofPractice--18February2011.pdf
Sample policy on the Secure Handling, Use, Storage and Retention of Disclosure Information	http://www.disclosurescotland.co.uk/publications/documents/documents/MODELHANDLINGPOLICYNew2011Codever3ed2.pdf
Sample policy on the Recruitment of Ex-offenders	http://www.disclosurescotland.co.uk/publications/documents/MODELROAPOLICYNew2011Codever3.pdf
Disclosure Guidance for Registered Persons and Employers	http://www.disclosurescotland.co.uk/pdf/2006%20APPLICATION%20GUIDE%20-%20CSGs.pdf
Additional guidance to Countersignatories on how to complete parts E5/E6 and E7/E8	http://www.disclosurescotland.co.uk/publications/documents/ADDITIONALGUIDANCENOTES-NEWDISCLOSUREAPPLICATIONFORM-02.07_003.doc
Compliance Audit pre-visit checklist	http://www.disclosurescotland.co.uk/pdf/COMPLIANCE%20%28AUDIT%29%20VISIT%20NOTICE%20-%20revised%202007.pdf
Self Assessment Form	http://www.disclosurescotland.co.uk/pdf/SELF%20ASSESSMENT%20DOCUMENT%20v2.doc

Guidance on how to complete the self assessment audit	http://www.disclosurescotland.co.uk/publications/documents/SELFASSESSMENTDOCUMENTguidancev3.pdf
Frequently Asked Questions for employers & Agencies	http://www.disclosurescotland.co.uk/apply/employers/faq
Frequently Asked Questions for Individuals	http://www.disclosurescotland.co.uk/apply/individuals/faq
How to report a concern to us	http://www.disclosurescotland.co.uk/contact
Reports of our exercise of our functions	http://www.disclosurescotland.co.uk/publications/documents/DSAnnualReportandAccounts20092010.pdf
Fees and charges	http://www.disclosurescotland.co.uk/help .

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS 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
Decision Making	
Disclosure Scotland's Strategic Board Papers and Minutes	http://www.disclosurescotland.co.uk/publications
Disclosure Scotland's Business Plan 2010/11	http://www.disclosurescotland.co.uk/publications/documents/documents/DSBUSINESSPLAN2010to2011.pdf
Disclosure Scotland's Corporate Plan 2009/10 and 10/11	http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS 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
Disclosure Scotland's Annual Report and Accounts 2009/10	http://www.disclosurescotland.co.uk/publications/documents/documents/DSAnnualReportandAccounts20092010.pdf
Disclosure Scotland's Corporate Plan 2009/10 and 10/11	http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the authority

The information we publish under this class	How to access it
Human Resources	
Disclosure Scotland's Equality Action Plan – Race Equality	http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandRaceEqualityActionPlan.pdf
Disclosure Scotland's Equality Action Plan – Disability Equality	http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandDisabilityEqualityActionPlan.pdf
Disclosure Scotland's Equality Action Plan – Gender Equality	http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandGenderEqualityActionPlan.pdf
Strategy and management of human resources, staffing structure, human resources policies, procedures and guidelines, employees relations structures and agreements reached with recognised trade unions and professional organisations.	http://www.disclosurescotland.co.uk/publications/documents/DSAnnualReportandAccounts20092010.pdf For any further information contact us on the details above.
Physical Resources	
Management of land and property assets, including environmental / sustainability reports Description of land and property holdings Estate development plans Maintenance arrangements	Disclosure Scotland is currently a sub tenant of the Scottish Police Services Authority (SPSA). SPSA own the building and hold the maintenance contracts, etc. Information under this section will be available in their Publication Scheme.
Information Resources	
Records management policy	Contact us on the details above
Information governance / asset management policies and procedures	Contact us on the details above
Knowledge management policies and procedures	Contact us on the details above
List of statistical information published by us.	Contact us on the details above

CLASS 6: HOW THE AUTHORITY PROCURES 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
Disclosure Scotland – Conditions of contract for consultancy services	http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagementStandardTermsandConditionsConsultancyServicesotherthanworksN.pdf
Disclosure Scotland – Conditions of contract for the supply of goods (and any related services)	http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsGoodsandServicesN.pdf

Disclosure Scotland – Conditions of contract for the purchase of goods	http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsPurchaseofGoodsN.pdf
Disclosure Scotland – Conditions of contract for the sale of goods	http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsSaleofGoodsN.pdf
Disclosure Scotland – Conditions of contract for the purchase of services	http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsServicesN.pdf
Detail of our contracts/goods or services we have purchased from external providers	Contact us on the details above

CLASS 7: HOW OUR AUTHORITY IS PERFORMING

Class description:

Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Disclosure Scotland Annual Report and Accounts 2009/10	http://www.disclosurescotland.co.uk/publications/documents/DSAnnualReportandAccounts20092010.pdf

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
We do not hold or publish information under this class	