

SCOTTISH ROAD WORKS COMMISSIONER

GUIDE TO INFORMATION

INTRODUCTION

The Freedom of Information (Scotland) Act 2002 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

The Scottish Road Works Commissioner (the Commissioner) has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner (SIC). The scheme has the Scottish Information Commissioner's approval until 31 May 2019. You can see this scheme by clicking [here](#) or contact us at the address below to request a copy:

Scottish Road Works Commissioner
E Spur
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Email: enquiries@srwc.gsi.gov.uk

Telephone: 0131 244 9936

Should you require assistance, the Commissioner's office would be pleased to advise you on how to ask for information that is not published, or how to complain if you are dissatisfied with any part of this publication scheme.

PURPOSE

This Guide to Information has been provided in order 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; and
- explain how to request information held that has not been published.

If you would prefer a paper copy of this Guide to Information please contact us on the number given above.

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1.1 AVAILABILITY AND FORMATS

The information that is published through the model scheme is, wherever possible, available on the Commissioner's websites. Alternative arrangements are available for people who do not want to, or cannot, access information online or by inspection at the Commissioner's premises. For example, arrangements can be made to send information to you in paper copy (although there may be a charge for this).

1.2 EXEMPT INFORMATION

The Commissioner will publish the information held 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), the information will be removed or redacted before publication and an explanation as to why this action has been taken will be given.

1.3 COPYRIGHT

Where the Commissioner holds the copyright for the published information, the information may be copied or reproduced without formal permission, provided that:

- the information is copied or reproduced accurately,
- is not used in a misleading context; and
- the source of the material is identified.

Where the Commissioner does not hold the copyright for the information being published, it will be made clear.

It is the responsibility of the person accessing the information to seek permission of the copyright holder before using such material.

1.4 CHARGES

This section explains when a charge may be made for publications or for information and how any charge will be calculated.

1.4.1 Information Available through the Publication Scheme

Unless otherwise stated, all information contained in the publication scheme is available free of charge if it can be viewed or downloaded from the Commissioner's websites or sent to you using electronic mail (email).

The Commissioner reserves the right to charge for providing information in paper copy, by computer disc or by alternative formats. The charges reflect actual costs of reproduction and postage and are set out in Table 1. Where a charge is imposed, you will be told how much it

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is and how it has been calculated. Information will not be provided until a payment has been received.

Table 1 Reproduction Charges

Photocopying	
<i>Black and White</i>	10p per A4 sheet
<i>Colour Copy</i>	30p per A4 sheet
Alternative Formats	
<i>CD-ROM/DVD</i>	£1
<i>Other</i>	Cost price
Postage	
Charged at the cost of the SRWC sending the information by 1 st class post	
Pre-printed Publications	
Charged at the cost per copy of the total print run.	

1.4.2 Charges for Information which is NOT Available Under the Scheme

If you submit a request 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 costs the Commissioner £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 costs the Commissioner £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- The Commissioner is not obliged to respond to requests which will cost over £600 to process.

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- 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.
- The Commissioner does not charge for the time to determine whether or not the information requested is held, 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 the decision is to impose a charge, you will be issued with a 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:

The Commissioner does not charge for the time to determine whether or not the information requested is held, 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 the decision is to impose a charge, you will be issued 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 Commissioner of providing the information as detailed in Table 1.
- 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, that 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, the Commissioner may ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

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CONTACT US

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

Scottish Road Works Commissioner

E Spur

Saughton House

Broomhouse Drive

Edinburgh

EH11 3XD

Email: enquiries@srwc.gsi.gov.uk

Telephone: 0131 244 9936

You can also ask for advice on how to ask for information that is not published or how to complain if you are not satisfied with any aspect of this publication scheme

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CLASSES OF INFORMATION

In line with the Model Publication Scheme the Scottish Road Works Commissioner publishes information that is held within the following classes.

Class 1: About the authority

Class 2: How we deliver our functions and services

Class 3: How the authority takes decisions and what it has decided

Class 4: What the authority spends and how it spends it

Class 5: How the authority manages its human, physical and information resources

Class 6: How the authority procures goods and services from external providers

Class 7: How our authority is performing

Class 8: Our commercial publications

Once information is published under a class noted above it will be made available for the current and previous two financial years where possible.

Where information has been previously available and has been updated or superseded, only the current version will be available. You may make a request for information that has previously been published.

CLASS 1 : ABOUT THE SCOTTISH ROAD WORKS COMMISSIONER

Information about the authority, who the Commissioner is, where to find the Commissioner, how to contact the Commissioner, how the authority is managed and its external relations.

ENABLING LEGISLATION

[Transport \(Scotland\) Act 2005](#)

[New Roads and Street Works Act 1991](#)

ABOUT US

[Commissioner's Role](#)

[Business Plan](#)

CONTACTING US

[Our Contact Details](#)

[Complaints](#)

[Making an Information Request](#)

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GOVERNANCE AND ACCOUNTABILITY

[Register of Interests](#)

[Single Model Publication Scheme](#)

[Equality Statement](#)

KEEPING OTHERS INFORMED

[What's New](#)

[Commissioner's Newsletters](#)

CLASS 2 : HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Information about the Commissioner's work, the Commissioner's strategy and policies for delivering functions and services and information for our service users.

[About Us](#)

[Legislation and Guidance](#)

[Business Plan](#)

[Scottish Road Works Online](#)

[Scottish Road Works Community](#)

CLASS 3 : HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Information about the decisions the Commissioner takes, how the Commissioner makes decisions and how the Commissioner involves others.

[Annual Report](#)

[Penalties \(Media Releases\)](#)

CLASS 4 : WHAT WE SPEND AND HOW WE SPENT IT

Information about the Commissioner's strategy for, and management of, financial resources (in sufficient detail to explain how the Commissioner plans to spend public money and what has actually been spent).

[Public Services Reform \(Scotland\) Act Disclosures](#)

[Annual Report](#)

CLASS 5 : HOW WE MANAGE OUR HUMAN PHYSICAL AND INFORMATION RESOURCES

Information about how the Commissioner manages the human, physical and information resources of the authority.

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[Publication Scheme](#)

CLASS 6 : HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Information about how the Commissioner procures goods and services, and the Commissioners contracts with external providers.

The Commissioner is obliged to act in accordance with the Scottish Public Finance Manual and the Procurement Reform (Scotland) Act 2014.

CLASS 7 : HOW WE ARE PERFORMING

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

[Annual Report](#)

CLASS 8 : OUR COMMERCIAL PUBLICATIONS

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 Commissioner does not hold or publish any information in this class.

Document Management	
Version	1.1
Updated	May 2015
Review Due	April 2016
Keeper	Policy Manager
Authorised	SRWC