

## **Boundaries Scotland**

### **Guide to information available through our FOI publication scheme**

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; and tell the public how to access the information and what it might cost.

Boundaries Scotland has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner. You can see this scheme at Scottish Information Commissioner's website at [The Model Publication Scheme \(itspublicknowledge.info\)](https://itspublicknowledge.info) or by contacting us at the address below if you prefer a copy to be provided to you in another format.

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; and
- explain how to request information we hold that has not been published.

If you prefer you can contact us to ask for a hard copy of the Guide to be posted to you.

#### *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 – see charges below).

#### *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 we hold the copyright in our 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 we do 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.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it costs us to do so. We will always tell you what the cost is before providing the information to you.

If recharged, postage costs will 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.

Please note that this charging schedule does not apply to any commercial publications (see Class 8 below).

## **Contact us**

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

Boundaries Scotland  
Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HD  
Email: [boundaries.scot@scottishboundaries.gov.uk](mailto:boundaries.scot@scottishboundaries.gov.uk)  
Phone: 0131 244 2001

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.

<b>Class 1:</b>	
<b>About the authority</b>	
<b>Class description:</b> Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.	
<b>The information we publish under this class</b>	<b>How to access it</b>
General information about us:	<a href="#">About us   Scottish Boundary Commission (boundaries.scot)</a> ; <a href="#">The Commission   Scottish Boundary Commission (boundaries.scot)</a> ; <a href="#">FAQs   Scottish Boundary Commission (boundaries.scot)</a> ;
Additional Information Papers on the work of the Commission:	<a href="#">Information Papers   Scottish Boundary Commission (boundaries.scot)</a>
Governing legislation:	<a href="#">Legislation   Scottish Boundary Commission (boundaries.scot)</a>
Governance, including code of conduct and register of interests:	<a href="#">Corporate Documents   Scottish Boundary Commission (boundaries.scot)</a> <a href="#">The Commission   Scottish Boundary Commission (boundaries.scot)</a>
Corporate Plan:	<a href="#">Corporate Documents   Scottish Boundary Commission (boundaries.scot)</a>

<b>Class 2:</b>	
<b>How we deliver our functions and services</b>	
<b>Class description:</b> Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Corporate Plan	<a href="#">Corporate Documents   Scottish Boundary Commission (boundaries.scot)</a>
Frequently Asked Questions	<a href="#">FAQs   Scottish Boundary Commission (boundaries.scot)</a>

<b>Class 3:</b>
<b>How we take decisions and what we have decided</b>

<b>Class description:</b> Information about the decisions we take, how we make decisions and how we involve others.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Minutes of Commission meetings	<a href="https://boundaries.scot/Meeting_Minutes_and_Papers">Meeting Minutes and Papers   Scottish Boundary Commission (boundaries.scot)</a>
Discussion papers from Commission meetings	<a href="https://boundaries.scot/Meeting_Minutes_and_Papers">Meeting Minutes and Papers   Scottish Boundary Commission (boundaries.scot)</a>
Boundary Reviews in Progress	<a href="https://boundaries.scot/Reviews_in_Progress">Reviews in Progress   Scottish Boundary Commission (boundaries.scot)</a>
Historical Boundary Reviews:	<a href="https://boundaries.scot/Historical_Reviews">Historical Reviews   Scottish Boundary Commission (boundaries.scot)</a>
Frequently Asked Questions:	<a href="https://boundaries.scot/FAQs">FAQs   Scottish Boundary Commission (boundaries.scot)</a>
Additional Information Papers on the work of the Commission	<a href="https://boundaries.scot/Information_Papers">Information Papers   Scottish Boundary Commission (boundaries.scot)</a>

<b>Class 4:</b> <b>What we spend and how we spend it</b>	
<b>Class description:</b> 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).	
<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Report:	<a href="https://boundaries.scot/Corporate_Documents">Corporate Documents   Scottish Boundary Commission (boundaries.scot)</a>
Corporate Plan:	<a href="https://boundaries.scot/Corporate_Documents">Corporate Documents   Scottish Boundary Commission (boundaries.scot)</a>
Management Statement and Financial Memorandum:	<a href="https://boundaries.scot/Corporate_Documents">Corporate Documents   Scottish Boundary Commission (boundaries.scot)</a>

<b>Class 5:</b> <b>How we manage our human, physical and information resources</b>	
<b>Class description:</b> Information about how we manage the human, physical and information resources of the authority.	
<b>The information we publish under this class</b>	<b>How to access it</b>

Commissioners' Code of Conduct	<a href="#">The Commission   Scottish Boundary Commission (boundaries.scot)</a>
Commissioners' Register of Interests	<a href="#">The Commission   Scottish Boundary Commission (boundaries.scot)</a>
FOI Policies and Procedures:	<a href="#">FOI and Copyright   Scottish Boundary Commission (boundaries.scot)</a>
Data protection and privacy policy:	<a href="#">Data Protection and Privacy Policy   Scottish Boundary Commission (boundaries.scot)</a>

**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**

Management Statement and Financial Memorandum:

[Corporate Documents | Scottish Boundary Commission \(boundaries.scot\)](#)

**Class 7:****How we are 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**

Annual Report

[Corporate Documents | Scottish Boundary Commission \(boundaries.scot\)](#)

**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**

None

N/a

<b>Class 9: Our open data</b>	
<b>Class description:</b> Open data made available by the authority as described by the Scottish Government's <a href="#">Open Data Resource Pack</a> and available under an open licence.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Electoral and Administrative Boundaries in Scotland	Via Ordnance Survey: <a href="#">Boundary-Line   Administrative Boundaries   Free Download (ordnancesurvey.co.uk)</a>
Historical Boundaries	<a href="https://boundaries.scot/boundary-maps/data-files">https://boundaries.scot/boundary-maps/data-files</a>