

INVERCLYDE COUNCIL

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

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

Inverclyde Council has adopted the single **Model Publication Scheme 2016** which was produced and approved by the Scottish Information Commissioner on 29 March 2016.

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

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

Terms Used

FOISA	The Freedom of Information (Scotland) Act 2002
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)

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 and re-use

Where Inverclyde 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.

The publication scheme may however contain information where the copyright holder is not Inverclyde Council. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

The Re-Use of Public Sector Information Regulations 2015 governs the re-use of information that has been obtained from a public body such as Inverclyde Council. Accessible information from Inverclyde Council is available for re-use under an Open Government Licence. This means you are free to re-use that information under the licence as long as it is consistent with those licence terms.

Please click on the following link for more information.

<http://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information/re-use-of-public-sector-information-regulations-2015>

In addition, an applicant can also apply to the Council to re-use information that is not publicly available or on our website, or for a use not covered under the Open Government Licence. If you would like further information please contact us so the Council can consider your request.

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. You can see a list of our statutory fees in the Council's Charging Booklet here <http://www.inverclyde.gov.uk/council-and-government/finance/fees-and-charges>

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

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A1	Not available
A2	Not available
A3	20p
A4	10p
A5	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A1	Not available
A2	Not available
A3	60p
A4	30p
A5	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay 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 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.

Information Provided as a Specialist Service – Research and Information Services

This covers information which is held by the Council but which has to be analysed or packaged in some way in response to a specific request for it. Such information does not pre-exist the request and cannot be said to be "published" – it is therefore not available via this Publication Scheme.

Examples of such research and information services include:-

- (i) Certified extracts from registers;
- (ii) Family history searches;
- (iii) Property enquiry certificates.

Charges may be made for such services and these can be found in the Council's charging booklet here <http://www.inverclyde.gov.uk/council-and-government/finance/fees-and-charges>

Contact us

For people who cannot or do not wish to access information via the Council website or who want to speak to a particular officer of the Council, contact should be made initially through the Customer Service Centre:

Municipal Buildings
Greenock
PA15 1LX

Email: csreception@inverclyde.gov.uk
Tel: 01475 717171

You can also contact us for assistance with any aspect of this publication scheme including any requests for paper copies of information contained in the publication scheme:

Freedom of Information Office
Legal & Democratic Services
Inverclyde Council

Municipal Buildings
Clyde Square
GREENOCK
PA15 1LX

Email: foi@inverclyde.gov.uk

Tel: 01475 712112/712113

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.

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.

The Classes of Information

CLASS 1: ABOUT INVERCLYDE COUNCIL

Class description:

Information about Inverclyde Council, 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

About our Organisation; Community Planning; Councillors, Committee Meetings; Corporate Management Structure; Corporate Planning; Decision Making; Democracy and Elections; External Relations; FOI Publication Scheme; Single Outcome Agreement.

To access this information see:

<http://www.inverclyde.gov.uk/council-and-government/>

For Council contact details see:

<http://www.inverclyde.gov.uk/council-and-government/council-tax/contact-us>

Key Partnerships

From 1 April 2013, the Council assumed responsibility for carrying out the scrutiny of local police and fire plans through the Local Police and Fire Scrutiny Sub-Committee, see:

<https://www.inverclyde.gov.uk/meetings/committees/30>

See also the organisations' own websites at:

<http://www.scotland.police.uk/>

<http://www.firescotland.gov.uk/>

Inverclyde Council is involved key partnerships with the following organisations:

Audit Scotland

<http://www.audit-scotland.gov.uk/>

Greater Glasgow and Clyde Health Board

<http://www.nhs.uk/ggc/content/>

Inverclyde Alliance Community Planning Partnership

<http://www.inverclyde.gov.uk/council-and-government/community-planning-partnership>

Inverclyde Leisure

<http://www.inverclydeleisure.com/>

North Strathclyde Community Justice Authority

<http://www.nscja.co.uk/>

Renfrewshire Valuation Joint Board

<http://www.renfrewshire-vjb.gov.uk/>

River Clyde Homes

<http://www.riverclydehomes.org.uk/>

Riverside Inverclyde

<http://www.riversideinverclyde.com/>

Scotland Excel

<http://www.scotland-excel.org.uk/>

Scottish Enterprise

<http://www.scottish-enterprise.com/>

Strathclyde Partnership for Transport

<http://www.spt.co.uk/>

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

Advice and Benefits

Anti-Social Behaviour; Births, Deaths, Marriages and Civil Partnerships; Community Advice; Council Tax; Dangerous Trees; Data Protection and Freedom of Information; Emergency Planning; Housing Benefit, Council Tax Benefit and Local Housing Allowance; Inversign (Deaf Inverclyde); Legal Advice; Public Health and Nuisances; Scottish Welfare Fund; Upcoming Events; Youth Support.

To access this information see:

<http://www.inverclyde.gov.uk/advice-and-benefits/>

Business and Trade

Business Development; Business Gateway; Business Rates; Commercial Waste and Recycling; Commercial/Industrial Property Development; Fair Trade Status; Food Safety and Standards; Health and Safety; Inverclyde Key Facts and Figures; Licensing; Pollution; Procurement; Regeneration; Road Occupation and Scaffold Permits; Tenders and Contracts; Trading Standards; Workforce Development.

To access this information see:

<http://www.inverclyde.gov.uk/business-and-trade/>

To access the Inverclyde Business Directory see:

<https://www.inverclyde.gov.uk/businessdirectory>

Community Life and Leisure

Arts Development; Citizens' Panel; Community Advice; Community Centres and Facilities; Community Councils; Community Grants; Community Learning and Development; Community Planning; Community Safety; Community Work; Crime Prevention and Safety; Heritage Lottery Fund; Hundredth Birthdays and Diamond Wedding Anniversaries; Inverclyde Youth Clubs; Libraries; Local History and Heritage; McLean Museum and Art Gallery; Parks and Open Spaces; Sports Facilities

and Activities; Youth Support.

To access this information see:

<http://www.inverclyde.gov.uk/community-life-and-leisure/>

For Booking of Public Halls and Community Facilities see also Inverclyde Leisure:

<http://www.inverclydeleisure.com/community-facilities-amp-outdoor-leisure/>

Council and Government

About our Organisation; Budget; Citizens' Panel; Civic Receptions and Hospitality; Committee Meetings; Common Good; Community Councils; Council Tax; Councillors; Data Protection and Freedom of Information; Democracy and Elections; Emergency Planning; Equality and Diversity; Key Facts about Inverclyde; National Fraud Initiative; Performance; Public and Council Holidays; Standing Orders; Strategies, Policies and Plans; Tenders and Contracts.

To access this information see:

<http://www.inverclyde.gov.uk/council-and-government/>

For information on Community Planning see:

<http://www.inverclyde.gov.uk/council-and-government/community-planning-partnership>

For Council contact details see:

<http://www.inverclyde.gov.uk/council-and-government/council-tax/contact-us>

For details of the Council's Fees and Charges see:

<http://www.inverclyde.gov.uk/council-and-government/finance/fees-and-charges>

Education and Learning

Active Schools and Sport Development; Additional Support Needs; Arts Development; Child Protection; Children's Rights; Community Learning and Development; Consultations; Early Years; Early Years Framework; Educational Initiatives; Enterprise Education; Glow; Grants; Health and Wellbeing; Inverclyde Educational Psychology Service; Libraries; More Choices, More Chances; Parental Involvement; Policies; School Estate Management; School Holidays; Schools in Inverclyde Youth Support.

To access this information see:

<http://www.inverclyde.gov.uk/education-and-learning/>

Housing

Applying for Housing; Building Standards; Council Tax; Empty Homes Initiative; Grants; Houses in Multiple Occupation; Housing Advice; Housing Benefit; Housing Standards and Conditions; Inverclyde Local Housing Strategy 2011-2016; Private Sector Assistance; Regeneration of Clune Park; Supported and Sheltered Housing.

To access this information see:

<http://www.inverclyde.gov.uk/housing>

Please note that in December 2007, the Council's housing stock transferred to River Clyde Homes which can be contacted at <http://www.riverclydehomes.org.uk/contact>
Information on the Council's former stock of social housing is now held by River Clyde Homes.

Inverclyde Health & Social Care Partnership

Inverclyde Health & Social Care Partnership (HSCP) is a partnership between Inverclyde Council and NHS Greater Glasgow & Clyde bringing together both NHS and local authority responsibilities for community-based health and social care services within a single, integrated structure.

The services provided by the HSCP are as follows and information on these can be accessed using the link below:

Addictions Services; Adult Protection; Advocacy Services; Assessment and Care; Benefits Advice and Welfare Rights; Care and Support at Home & Services for Older People; Carers; Children's Services; Clyde Mental Health Strategy; Community Learning Disabilities Team; Community Mental Health Services; Community Nursing; Community Pharmacists; Criminal Justice; Dentists; GPs; Health and Medical Advice; Health Improvement Services; Homelessness Services; Infection Control; Information and Assessment; Inverclyde Centre for Independent Living; Macmillan Cancer Support Benefit Service; Money Matters; Nutrition and Dietetics; Opticians; Podiatry; Physiotherapy; Speech and Language Therapy.

<http://www.inverclyde.gov.uk/health-and-social-care/who-we-are>

Jobs and Careers

About our Organisation; Employability Classes and Other Information; Opportunities for Young People; Relocating to Inverclyde; Search and Apply for Jobs.

To access this information see:

<http://www.inverclyde.gov.uk/jobs-and-careers/>

Law and Licensing

Children's Panel; Common Good; Consumption of Alcoholic Liquor in Designated Places; Data Protection and Freedom of Information; Democracy and Elections; Disability Equality Scheme; Legal Advice; Licensing; Licensing Board; Parking Fines; Public Processions; Race Equality Scheme; Traffic Regulation Orders.

To access this information see:

<http://www.inverclyde.gov.uk/law-and-licensing/>

Inverclyde Licensing Board is a separate legal entity with its own publication scheme see:

<https://www.inverclyde.gov.uk/law-and-licensing/licensing/alcohol-and-gambling/licensing-board/licensing-board-policies-regulations-and-public-information/publication-scheme>

Planning and the Environment

Access, Paths and Rights of Way; Building Standards; Conservation; Dangerous Trees; Emergency Planning; Environmental Issues; Fixed Penalty Notices; Green Charter; Japanese Knotweed; Noise Control; Parks and Open Spaces; Planning; Property Resources and Facilities Management; Recycling and Waste; Street Care and Cleaning.

To access this information see:

<http://www.inverclyde.gov.uk/planning-and-the-environment/>

For information about Glasgow and Clyde Valley Joint Structure Plan see:

<http://www.clydeplan-sdpa.gov.uk/>

For details of Clyde Muirshiel Regional Park which organises and manages conservation, recreation and tourism activities within the Regional Park see:

<http://www.clydemuirshiel.co.uk/>

Social Care and Health

See entry above for Inverclyde Health & Social Care Partnership and HSCP website at:

<http://www.inverclyde.gov.uk/health-and-social-care/who-we-are>

Tourism and Visitor Attractions

A Quick Tour of Inverclyde; An Overview of Inverclyde; Guide to Accessible Eating Places; Leisure and Attractions; Local History and Heritage; McLean Museum and Art Gallery; A Photographic Tour of Inverclyde; Tourism Publications; Useful Contacts for Visitors; War Memorials; Where to Stay.

To access this information see:

<http://www.inverclyde.gov.uk/tourism-and-visitor-attractions/>

Transport and Streets

Abandoned Vehicles; Disabled Parking; Grit Bin Locations and Footway Clearance; Gritting and Snow Clearing; Gritting and Winter Maintenance Policy; Port Health; Private Hire/Taxi Licences; Road Occupation and Scaffold Permits; Roads and Footways; Roadworks; School Crossing Patrols; Stair Lighting; Street Care and Cleaning; Street Lighting.

To access this information see:

<https://www.inverclyde.gov.uk/environment/roads-lighting>

All enquiries regarding general public and community transport services should be directed to Strathclyde Partnership for Transport see:

<http://www.spt.co.uk/>

Inspection Only Registers

There are a small number of inspection only registers, as set out below, and arrangements to view these should be made through Customer Service Centre, Municipal Buildings, Greenock PA15 1LX
Email: csreception@inverclyde.gov.uk /Tel: 01475 717171.

Building Warrant Registers 1975-2004 (note: Registers from 2005 onwards available at: <http://www.inverclyde.gov.uk/planning-and-the-environment/building-standards/building-standards-register>)

Civic Government Licence Registers

List of Publicly Adopted Roads

Stray Dogs Register

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

Community Engagement including Citizens' Panel; Contact Us Form; Consultation Documents (submitted to Committees); Inverclyde Alliance; Reports of Regulatory Inspections, Audits and Investigations Carried out by the Authority.

To access this information see:

<http://www.inverclyde.gov.uk/council-and-government/>

For details of the Council's committee structure, timetable of committee meetings, committee memberships and agendas, reports and minutes of committee meetings see:

<http://www.inverclyde.gov.uk/committees/>

To make a complaint about services from Inverclyde Council use the complaints form at:
<https://www.inverclyde.gov.uk/council-and-government/complaint>

To comment on the Council's services use the contact us form at:
http://www.inverclyde.gov.uk/forms/ShowForm.asp?fm_fid=262

For information about Planning including Environmental Impact Assessments submitted with planning applications see: <https://planning.inverclyde.gov.uk/Online/>

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

Annual Accounts; Budget; Elected Members' Expenses; Standing Orders relating to Contracts; Tenders and Contracts.

To access this information see:
<http://www.inverclyde.gov.uk/council-and-government/>

Budget Setting; Financial Reports to Committees; Funding Awards made by Committees (see also appropriate service entry and community grants link below); Treasury Management Reports.

To access this information see:
<http://www.inverclyde.gov.uk/committees/>

For information on the Corporate Procurement Service see:
<http://www.inverclyde.gov.uk/business-and-trade/procurement/>

For information on Community Grants see:
<https://www.inverclyde.gov.uk/community-life-and-leisure/community-grant>

For the Council's Pay and Grading Structure see:
<https://www.inverclyde.gov.uk/jobs-and-careers/working-for-the-council/salary-information>

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 Inverclyde Council.

The information we publish under this class

Human Resources

A Healthy Working Environment; About our Organisation; Pay and Grading Structure; Employees' Health and Wellbeing; Essential Applicant Information; Essential Interview Information; Flexible Working; Investing in the Council's Employees; Our Commitment to Equality; Pensions (see link to Strathclyde Pension Funds below); Search and Apply for Jobs; Single Status Update; Staffing Structure; Strategy and Management of Human Resources (see also appropriate committee reports); Workforce Development.

To access this information see:

<http://www.inverclyde.gov.uk/jobs-and-careers/>

Committee reports:

<http://www.inverclyde.gov.uk/committees/>

To access information on pensions see:

<http://www.spfo.org.uk/>

Physical Resources

Business Rates

<http://www.inverclyde.gov.uk/business-and-trade/>

Corporate Asset Management Strategy

<http://www.inverclyde.gov.uk/council-and-government/strategies-policies-and-plans/>

Community Centres and Facilities

<https://www.inverclyde.gov.uk/businessdirectory>

<https://www.inverclyde.gov.uk/community-life-and-leisure>

Property Assets Management, Environmental/Sustainability reports - see appropriate committee reports

<http://www.inverclyde.gov.uk/committees/>

Property Resources and Facilities Management

<https://www.inverclyde.gov.uk/properties-and-land>

Please note that in December 2007, the Council's housing stock transferred to River Clyde Homes which can be contacted at <http://www.riverclydehomes.org.uk/contact>

Information on the Council's former stock of social housing is now held by River Clyde Homes.

Information Resources

Data Protection; Policy for the Retention and Disposal of Documents and Records Paper and Electronic; Environmental Information Regulations; Freedom of Information; Re-use of Public Sector Information.

To access this information see:

<http://www.inverclyde.gov.uk/council-and-government/>

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

Procurement, Tenders and Contracts

<https://www.inverclyde.gov.uk/business-and-trade/procurement>

Contracts tendered including name of supplier, period of contract and value

<http://www.publiccontractsscotland.gov.uk/defa0ult.aspx>

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

Corporate Performance Reports; Directorate Performance Reports; Public Performance Reports; Single Outcome Agreement Annual Reports; Statutory Performance Indicators.

To access this information see:

<http://www.inverclyde.gov.uk/council-and-government/performance/>

Performance reports submitted to committees

<http://www.inverclyde.gov.uk/committees/>

Equality and Diversity including Mainstreaming Equality Reports

[Inverclyde Council | Equality and Diversity](#)

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**Environmental & Commercial Services (Roads)**

Roads Development Guide - £41.92 (CD)

Libraries and Museum

The Greenock Blitz - £3.00

Greenock from Old Photographs Vol 1 - £2.00

Greenock from Old Photographs Vol 2 - £2.00

Profiles from the Past - £2.00

Greenock Place Names - £4.95

Greenock Morton - £5.95

The Clyde Pottery 1816-1905 - £0.99

CLASS 9: OUR OPEN DATA**Class description:**

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

The information we publish under this class

At present, Inverclyde Council does not have an Open Data Publication Plan. The following class of open data is available.

www.spatialhub.scot

The Spatial Hub is a website for the upload, download and consumption of spatial data at national

level.

As part of future portal developments it is envisaged that members of the public and private organisations may be able to access the data in the Spatial Hub. The conditions under which this will take place are still under discussion.

At launch, the Spatial Hub includes 12 datasets:

- Green Belt
- Paths and Core Paths
- Housing Land Supply
- Community Council Boundaries
- School Catchments
- Town Centres
- Vacant and Derelict Land
- Local Nature Reserves
- Local Nature Conservation Sites
- Local Landscape Designation
- Contaminated Land
- Air Quality Management Areas