






# **Clackmannanshire Council - Publication Scheme**

**Produced as required by the  
Freedom of Information (Scotland) Act 2002**

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# 1. INTRODUCTION TO THE PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland’s public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. Publication schemes are high level, strategic documents in which a public authority commits to making published information reasonably available to the general public. This ensures that published information held by authorities is open, accountable and transparent at all times.

This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. Clackmannanshire Council *is* obliged to review the scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.






In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in allowing public access to the information we hold on:

- the services we provide, the costs of those services and the standards attained by those services;
- the facts or analyses which form the basis of the decisions we make; and
- the publication of the reasons for the decisions we make.

In preparing to meet our obligations under FOISA, including drawing up this publication scheme, we have been mindful of the value of openness and transparency.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to *Section 11 – How to access information not available under the scheme.*

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## 2. ABOUT CLACKMANNANSHIRE COUNCIL

### Location

Clackmannanshire Council is one of 32 Scottish unitary local authorities, serving a community of almost 50,000 citizens in central Scotland. We share our borders with our neighbours in Stirling, Falkirk, Fife and Perth & Kinross.

The main town in the area is Alloa, and the Council's main offices are centred there. Around 2,500 staff are employed by the Council.

### Key Functions and Services

The Council delivers a wide range of functions and services to the community, many through statutory obligations. The Local Government (Scotland) Act 2003 places a legal duty on councils to lead community planning in their area, and also provides them with the statutory power to advance wellbeing – in other words, Clackmannanshire Council may undertake and/or support any appropriate activity in the interests of local communities, subject to certain limiting provisions.

Amongst the services the Council provides are:

*Social Services*

*Housing*

*Strategic Planning and Development*

*Local Planning and Development Control*

*Economic Development*

*Roads, Highways and Bridges*

*Car Parks*

*Parks and Open Spaces*

*Environmental Protection*

*Trading Standards*

*Schools and Adult Education*

*Libraries, Archives & Museums*

*Public Halls*

*Recreational Activities*

*Community Councils*

*Registration (Births, Deaths & Marriages)*






*Emergency Planning*

*Licensing*

### Decision Making Structure

Clackmannanshire Council has 18 elected members. As at February 2009, the political make up was: one Independent; one Conservative; one Liberal Democrat; seven Scottish National Party; and eight Labour.

The Council operates a decision making structure details of which can be found on the website – [www.clacksweb.org.uk](http://www.clacksweb.org.uk). The following is a list of our standing committees.

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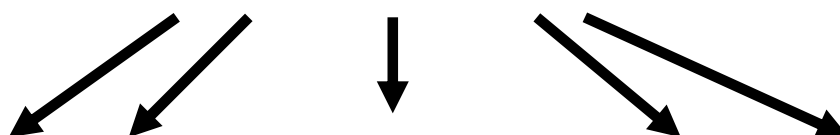
## Standing Committees

- Planning Committee
- Regulatory Sub-Committee
- Scrutiny Committee
- Education Appeals Workforce Committee
- Complaints Review Committee (Social Services)

## Operational Structure

Clackmannanshire Council operates through a relatively flat management structure -

### CHIEF EXECUTIVE OFFICER



#### Services to People

Responsible for -

Housing

Social Services

Education -  
including  
Community

Education and  
Leisure Services

#### Development & Environmental Services

Responsible for -

Planning

Roads

Environment  
Buildings

#### Corporate Development Services

Responsible for -

Finance

IT and Business  
Improvement

Human Resources

Customer First

#### Administration & Legal Services

Responsible for -

Licensing

Registration

Elections  
Corporate  
Governance

#### Strategic Policy

Responsible for -

Policy  
Formation  
Community  
Planning

## Performance Reporting

The Council aims to achieve a significant, measurable and demonstrable improvement in the quality of life of its citizens by delivering or facilitating excellent, customer-focussed services. The Council is committed to providing members of the public with information on its performance to help demonstrate how well the Council is performing. In 2008, the Council signed up to its first Single Outcome Agreement (SOA) with the Scottish Government. This agreement, which will be refreshed and published annually, explicitly sets out the outcomes

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which the Council is seeking to achieve with its community planning partners. The Council has to make an annual report to the Government on its progress towards these outcomes.







Other examples of service and financial performance information which will help people determine how well their Council is serving them include: statutory public performance reporting (for example, school inspections), community plans, external audit reports and customer feedback surveys. We are committed to publishing as much information as possible, and information on performance reporting is available under Information Class 1.13 or can be found at [clacksweb.ork.uk](http://clacksweb.ork.uk)

## Associated Organisations






Some local government activities are delivered by organisations associated with the Council. Some of these organisations may be wholly owned by *Clackmannanshire Council* or are separate public bodies which are governed by one or more council. These bodies are also covered by FOISA and must adopt their own publication scheme.

List of Companies Wholly Owned by Clackmannanshire Council		
Organisation	Contact Details	Business
APEX Leisure Ltd.	The Leisure Bowl, Parkway, Alloa, FK10 2AF Tel: 01259 723527 Email: mail@leisurebowl.co.uk	Leisure Services

Other organisations deliver Council services or work alongside the Council but are not wholly owned by the council, or by a group of councils. Examples include local leisure companies, Charitable Trusts, or public / private partnerships. These organisations are not covered by FOISA.

List of Organisations Associated with Clackmannanshire Council - covered separately by FOISA														
Organisation	Contact Details							Business						
Central Scotland Joint Police Board	Central Scotland Police Randolphfield, Stirling, Scotland, FK8 2HD Tel : +44 (0)1786 456000							Emergency Services body						
Central Scotland Joint Fire & Rescue Board	Central Scotland Fire & Rescue HQ Main Street, Maddiston, Falkirk, FK2 0LG Tel: 01324 716996							Emergency Services body						
NHS Forth Valley Board	Tel: 0800 456033 Email: YourHealthService@fvhb.scot.nhs.uk							Health board						
Central Scotland Valuation Joint Board	Tel: 01786 892200 Fax: 01786 892255 E-mail: <a href="mailto:assessor@centralscotland-vjb.gov.uk">assessor@centralscotland-vjb.gov.uk</a>							Assessors and Electoral Registration						
Argyll, The Isles, Loch Lomond, Stirling & the Trossachs Tourist Board	Tel: 08707 200 605 Email: <a href="mailto:tillicoultry@visitscotland.com">tillicoultry@visitscotland.com</a>							Tourist information						
Forth Valley College	Clackmannan Campus, Branshill Road, Alloa, FK10 3BT							Further education establishment						
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<b>List of Organisations Associated with Clackmannanshire Council but not covered by FOISA</b>		
<b>Organisation</b>	<b>Contact Details</b>	<b>Business</b>
Clackmannanshire Heritage Trust	Through Council call centre - 01259 450000	Environmental/restoration body
Clackmannanshire Schools Education Partnership (PPP)	School's Project Manager, Tel: 01259 450000	Education project body
Clackmannanshire & Stirling Environment Trust	C/o Raploch Local Office, 2 Woodside Road, Raploch, Stirling, FK7 1RF Tel: 01786 462824 Email: <a href="mailto:morrisona@stirling.gov.uk">morrisona@stirling.gov.uk</a>	Grant funding body
Ochilview Housing Association	Alloa Business Centre, Whins Road, Alloa, FK10 3SA Tel: 01259 722899 Email: <a href="mailto:enquiries@ochilviewha.co.uk">enquiries@ochilviewha.co.uk</a>	Registered social landlord
Clackmannanshire Regeneration Partnership	Units 1/3, Candleriggs, Alloa, FK10 1EA Tel: 01259 723915	Area assistance body
Central Scotland Business Parks Ltd.	Viewforth, 14-20 Pitt Terrace, Stirling, FK8 2ET Tel: 01786 442586	Business support
Comrie Trust	Trust Administrator, Clackmannanshire Council, Greenfield House, Alloa, FK10 2AD Tel: 01259 450000 Email: <a href="mailto:admins@clacks.gov.uk">admins@clacks.gov.uk</a>	Grant funding body
Spittal Trust	Trust Administrator, Clackmannanshire Council, Greenfield House, Alloa, FK10 2AD Tel: 01259 450000 Email: <a href="mailto:admins@clacks.gov.uk">admins@clacks.gov.uk</a>	Grant funding body
Tullibody Health Living Initiative	13 Tron Court, Tullibody Tel: 01259 724374 Email: <a href="mailto:tullibodyhealth@btconnect.com">tullibodyhealth@btconnect.com</a>	Health project
Paragon Housing Association	Invergrange House, Station Road, Grangemouth, FK3 8DG Tel: 01324 664 966 Email: <a href="mailto:enquiries@paragonha.org.uk">enquiries@paragonha.org.uk</a>	Registered social landlord
Clackmannanshire Sports Council	Sauchie CAP, 42-48 Main Street, Sauchie, FK10 3JY Tel: 01259 450000 Email: <a href="mailto:leisure_info@clacks.gov.uk">leisure_info@clacks.gov.uk</a>	Sports development body
Clackmannanshire Business Improvement	<a href="http://www.clackmannanshirebusiness.org.uk">http://www.clackmannanshirebusiness.org.uk</a> Tel 01259 727312	Business development, town management

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### 3. PREPARING THE PUBLICATION SCHEME

#### Structure of the Publication Scheme

This publication scheme is an adoption of a model scheme developed **by** Scottish Local Authorities **for** Scottish Local Authorities. The model scheme sets a standard of excellence in making published information available. By adopting the model, Clackmannanshire Council has signed up to this standard.

The model scheme was based on a generic template provided by the Scottish Information Commissioner and subsequently developed by local authority representatives to reflect the huge range of information published by Scottish Councils, and meet the requirements of FOISA and the Scottish Information Commissioner. It also includes a standard scheme for classifying information, based on the Scottish Navigation List (SNL), which was developed on behalf of all Scottish local authorities, and launched in March 2007 (see Section 13 for more on SNL).

The text and classification scheme have been supplemented, where appropriate, by the addition of local details relevant to [Clackmannanshire Council](#). This may mean, for example, the inclusion of specific information about the Council and how it works, local Council contact details, or reference/links to particular local documents. It will also indicate where certain information described in the classes is NOT published by, or an indication that a particular class of information is not relevant to, [Clackmannanshire Council](#).

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:






- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts and analyses that inform the important decisions we take; and
- the reasoning that informs our decisions

#### Consultation

The group of local authorities who developed this model consulted widely to ensure it would be fit for purpose. The consultation exercise canvassed views from:

- The Improvement Service
- All 32 local authorities in Scotland
- ASLAWG (Archivists of Scottish Local Authorities Working Group)
- The Records Management Society of Scotland
- The Scottish Government

### 4. ACCESSING INFORMATION UNDER THE SCHEME

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Information available under our publication scheme will normally be available through the routes described below. *Section 13 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance, where relevant, on how the information falling within each ‘class’ may be accessed.

**Online:**

Most information listed in our publication scheme is available to download from our website.

You should be able to use our website’s ‘Search’ facility at [www.clacksweb.org.uk](http://www.clacksweb.org.uk) to locate the Service area and information you require. Within each Service area you will also find contact details - feel free to make contact if you wish assistance or further information.

If you experience trouble finding any document listed under our scheme, please contact us on 01259 450000, or call into any Council Office for assistance.

**By email:**

If the information you seek is listed in our publication scheme but is not published on our website, we will usually be able to send the information to you by email. When requesting information from us, please provide a telephone number so that we can contact you to clarify details, if necessary.

**By phone:**

As part of normal business operations, information can also be requested from us over the telephone. Please call [01259 450000](tel:01259450000) for guidance.

**By post:**

All information under the scheme will normally be available in paper copy form. Please address your request directly to the relevant Service location if you know it, or contact Customer Services at Greenfield, Alloa, FK10 2AD

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see *Section 6: Our Charging Policy* for further information on fees). Please also include a telephone number or e.mail address so we can contact you to clarify any details, if necessary.

**Personal visits:**






In limited cases, you may be required to make an appointment to view the information you require. In such cases, this will be set out within *Section 13 – Classes of Information*, and contact details will be provided within the relevant class. (This does not affect normal business activities, and personal callers will still be able to view related documents as necessary).

**Advice and assistance:**

If you have any difficulty identifying the information you want to access from the publication scheme, then please contact the appropriate Council Service. Staff will be happy to help.

**5. INFORMATION THAT WE MAY NOT PROVIDE**

All information covered by our publication scheme is set out in Section 13, which describes the classes of information which are published by the Council. All information covered by our

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publication scheme can either be accessed through our website, or will be provided promptly following receipt of your request.

However, sometimes we may not be able to provide certain information which is described in the scheme. This could be for two reasons:

- **We do not have it or publish it**

Because this publication scheme is based on a model scheme, the class structure covers every possible type of information an example council might publish. Under law, a model has to be adopted in its entirety, and Clackmannanshire Council may not have, or publish, every type of information covered by every class description. Where this is the case, we will indicate this in the 'notes' section and, if relevant, explain why (see Section 13 for more information about this). If we have the information but do not publish it via this publication scheme, you still have a right to request access to it - see section 11 for advice.






- **Information is exempt from disclosure**

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed in Section 13. This may be an entire document, or just parts of a document (for example, minutes of meetings might be published, but with personal information 'blacked out'). Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld by the Council where, for example, its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is someone's personal information and its release would breach data protection legislation.

Whenever information is withheld we will inform you of this, and will explain why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies of documents with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to *Section 10 – Complaints*.

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## 6. OUR CHARGING POLICY

Unless a charge is otherwise indicated in *Section 13 – Classes of Information*, information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

Each class of information described in Section 13 will clearly show if a charge may apply to information within that class. Unless otherwise stated in the ‘Charges’ column in section 13, the charges which apply will be based on the charging policy set out below. In the event that a payment is required for the information you want, 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.

We do not make any charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We reserve the right to impose charges for providing information as paper copy or on computer disc / alternative formats. Clackmannanshire Council is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.






<b>Reproduction costs</b>	
Black and white copy	10p per A4 sheet , 20p A3 sheet
Colour copy	30p per A4 sheet, 60p A3 sheet
<b>Alternative formats</b>	
Computer discs	£3 per CD-Rom / DVD (This charge reflects material costs and production costs)
<b>Postage</b>	
Charged at the cost to the Council of sending the information by first class post	

**There are a small number of pre-printed publications for which the Council makes a charge. These documents include, for example, major plans such as area planning material, or major contract specifications.**

These publications will be charged according to how much it actually cost the Council to have them professionally printed.

For example, if the Council has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the Council is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report (but no more than this) – plus actual postage costs, as charged by the Royal Mail.

Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

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If we make any charges for documents within our information classes which do not comply with this charging policy, these will be approved on a case by case basis by the Scottish Information Commissioner, and the value of the charge will be listed individually in the column entitled 'Charges' along with the details of the specific charges.

We may be required under legislation other than FOISA to make charges for certain information contained within classes e.g. election materials. Where this is the case, it is shown in the charges column in Section 13, along with guidance for users to seek further information on how these charges are set.

## 7. OUR COPYRIGHT POLICY

Clackmannanshire Council holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced (but not re-used - see below) without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may however contain information where the copyright holder is not the 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 Queens Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.






### Re-Use of Public Sector Information

Access to the information does not mean that copyright has been waived, **nor does it give the recipient the right to re-use the information for a commercial purpose**. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to the Council to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please contact [the Council's Administration and Legal Services, Greenfield, Alloa \(admins@clacks.gov.uk\)](mailto:admins@clacks.gov.uk)

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/advice/psi-regulations/index.htm>. We can provide you with a copy of this information if you do not have internet access.

## 8. RECORDS MANAGEMENT

Records are one of the Council's most vital assets. They support decision making, document activities, provide evidence of policies, decisions and transactions, and underpin the daily work of the Council.

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To ensure that records are managed properly, the Council aims to conform to the Code of Practice on Records Management which has been issued by Ministers in accordance with Section 61 of the Freedom of Information (Scotland) Act 2002 and intends to adopt a Records Management Policy (a report and recommendations to Council is intended by the Autumn of 2009, with implementation secured over the following two years). The Policy will detail how we intend to manage the records we hold. It will detail the Council's commitment to ensuring that records are accurate and reliable, can be retrieved easily, and are kept for no longer than is absolutely necessary.

For further information on records management and the Council's intended Records Policy, please contact: the Council's Head of Business Improvement in Greenfield, Alloa. (customerfirst@clacks.gov.uk)

## Archives






Council records of historical interest that have been identified for permanent preservation have been transferred to the custody of the Council's Archives Service. The contents of archives are not included in the publication scheme, although supporting information such as lists of content and guidance to finding information are. However, the contents of our archives are made accessible to the public and requests for access should be directed to our Libraries Service. Staff can be contacted at the central library, Drysdale Street, Alloa. ( e.mail: libraries@clacks.gov.uk)

## 9. FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would like to comment on any aspect of this publication scheme, then please contact us. You may, for example, wish to tell us about:

- other information that you would like to see included in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

Please send any comments or suggestions to: Administration and Legal Services, Greenfield, Alloa. FK10 2AD. (e.mail – adminservices@clacks.gov.uk)

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## 10. COMPLAINTS

### Complaints about the publication scheme

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Administration and Legal Services, Greenfield, Alloa. FK10 2AD.  
(e.mail – [adminservices@clacks.gov.uk](mailto:adminservices@clacks.gov.uk))

Any complaint will be acknowledged within two working days of receipt and we will respond, or update you within twenty working days.

If you are still unhappy after receiving our response, or you feel that your complaint is not receiving attention, you may contact the Scottish Information Commissioners' Office, on the details below.

### Appealing to the Scottish Information Commissioner

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response to your enquiry. These rights will apply only to publication scheme requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

This same three-step right of appeal applies if you make written requests for information which is not included in the publication scheme, and are unhappy with the response you receive. Section 11 provides guidance on how to request information which is not available under the scheme.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

#### Scottish Information Commissioner






Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

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## 11. HOW TO ACCESS INFORMATION NOT AVAILABLE UNDER THE SCHEME

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 general right of access to the information we hold, subject to certain exemptions.

The Environmental Information (Scotland) Regulations 2004 (EIRs) provide a right of access to the environmental information we hold, and 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.

Together these three pieces of legislation provide rights of access to most information held by the Council. However, there are other acts or regulations which provide a right of access to specific types of information held by local authorities, or which require registers to be publicly available. This includes information held on school pupils and social work client files. More information on this can be found on the Information Commissioner's website at:

### Pupil information:

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/practical\\_application/access\\_to\\_personal\\_information\\_held\\_by\\_schools\\_iyi\\_v1.0\\_website\\_version3.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/practical_application/access_to_personal_information_held_by_schools_iyi_v1.0_website_version3.pdf)

### Social work records:

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/detailed\\_specialist\\_guides/sars\\_social\\_services\\_v1.0\\_260808.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/sars_social_services_v1.0_260808.pdf)






Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to Administration and Legal Services, Greenfield, Alloa. FK10 2AD. (e.mail – [adminsServices@clacks.gov.uk](mailto:adminsServices@clacks.gov.uk))

### Charges for information which is not available under the scheme

The charges for information which **is** available under this scheme are set out under Section 6 – Our Charging Policy. 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 under FOISA:

- 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, that 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

<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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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 under the EIRs:**

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, 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, 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 under the Data Protection Act (DPA):**

The Council reserves the right to charge £10 for responding to DPA requests. Where a request is for access to a school record, your housing tenancy file, or to your Social Services files, please contact the relevant school or Service

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## 12 OTHER INFORMATION

There is a range of other information which is available from the Council which is not 'published' via the publication scheme. It cannot be requested under the scheme, but the Council will still facilitate access to it. Reference to this information is included here to assist scheme users who might be interested in it, but it cannot be requested via the publication scheme.

### Information which is publicly accessible, but is not 'published'

This covers information or material which is held by the Council but is not accessible via the publication scheme. It will not be included under the classes listed in Section 13.

Information which falls into this category would include e.g. the content of library, museum and archive collections. Some of these may be held by the Council on behalf of others e.g. deposited collections in the Archives..

Although these materials themselves are not described in the scheme, guides to archives and catalogues such as lists of content and guides to finding information **are** available via the publication scheme, and can be accessed in the classes found in Section 13.

### Local information provided by third parties

The Council acts as a focal point for enquiries from people wanting to know more about the local area. In many cases the Council will have community information which it publishes. This information is covered in our information classes.

Sometimes, the Council may not actually have information itself, but will direct enquiries to it e.g. via links to external websites. Where this happens, the information is not available through the publication scheme.






This is a valuable information resource for local people, who expect to be able to access this information via their local Council. However, the information cannot be requested from the Council under FOISA.

Local information available from Clackmannanshire Council includes:

Historic information on the local area, clubs and events, tourist information etc.]

You can access this information through the Council's website at [www.clacksworld.org.uk](http://www.clacksworld.org.uk) [www.clacksworld.org.uk](http://www.clacksworld.org.uk). Please note Clackmannanshire Council is not responsible for the content of external websites referred to in these publications, or in any information provided via the Council by third parties.

### 'Added Value' information

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This covers information which is held by the Council but has to be analysed or packaged in some way in response to a specific enquiry for it. Such packaged information does not pre-exist the request and cannot be said to be ‘published’ – therefore it is not available via the publication scheme. The following are 4 examples of value added information.

### Property Enquiry Certificates (PECs):

While some of the ‘raw’ information required to compile PECs is held in publicly available registers, and is therefore published (and can therefore be requested via the publication scheme), an individual PEC requires the extraction of, analysis and packaging of data in response to a specific request. Clackmannanshire Council does not offer a certificate service – those interested in this service should contact a local solicitor for advice.

### Analysis of the contents of public registers

The contents of statutory public registers are available as indicated under the information classes in this scheme. However, where the Council performs any analysis of the contents of a register in response to an enquiry, the resulting information did not pre-exist the request and is therefore not included in the publication scheme.

Enquiries for this information should be directed to our contact centre in the first instance (call 01259 -450000), or ask at any Council Office.

### Genealogy Services






This is an example of the processing of data from publicly available registers. The ‘raw’ data is held in publicly available registers and can be accessed via the publication scheme, but any specific analysis created in response to enquiries to the service is new information and is not published for the purposes of the publication scheme.

Enquiries for this information should be directed to or Registrars - [www.registration@clacks.gov.uk](mailto:www.registration@clacks.gov.uk) (0159 723850 or e.mail registrationservices@clacks.gov.uk

### Archive or library searches

The ‘raw’ contents of archives, museums and libraries may be publicly accessible, although they are not included in a publication scheme. Similarly, information created as a result of any specific interrogation, analysis and packaging of material from the archives, libraries or museum collections which in effect creates new information which did not pre-exist the request, is not available via the publication scheme.

Enquiries for information from the Council’s archive should be directed to our Library Service at Drysdale Street, Alloa. (e.mail libraries@clacks.gov.uk)

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### 13. CLASSES OF INFORMATION

Under the Freedom of Information (Scotland) Act 2002, our publication scheme must say what broad types, or classes, of information the Council already publishes or intends to publish. We aim to publish as much information as possible about our work through the scheme. However, it should be noted that not all information held by the Council is covered by the scheme. Section 11 provides guidance on how to request information not covered by this scheme.

The scheme has been divided into ‘categories and ‘classes’ to ensure the scheme is easy to understand and to enable you to find information quickly.

#### About the Scottish Navigation List






The categories and classes are based on a system called the ‘Scottish Navigation List’ (or SNL). SNL is a standard classification system, which was launched in March 2007 by Scottish local authorities, in partnership with The Improvement Service. The aim of SNL is to enable Councils to classify their activities, and information about those activities, in a way which is helpful, and makes sense, to the general public.

SNL provides a strategic framework to help Councils manage their information in a joined up way, and has a range of applications. As well as driving the structure of this publication scheme, SNL is being adopted by an increasing number of Councils as the framework for their website, and some are also using SNL to organise their internal records management systems.

SNL has four levels, and the top three levels have been used as the framework for this scheme’s classes. The Council publishes, or intends to publish, information under 12 broad categories which equate to the 11 ‘level 1’ categories of SNL plus a ‘Services, Structure and Accountability’ class.

#### A key to the categories

CATEGORY	DESCRIPTION / OVERVIEW
<b>Services, Structure and Accountability</b>	Information about the structure and strategy of the Council, the range of services we provide affecting residents, visitors and businesses, the cost and standards of those services, our decisions and how we make them.
<b>Business and Trade</b>	Information on services we provide which are relevant to new or existing businesses in the area, such as business rates, commercial waste services and procurement.
<b>Community Life and Leisure</b>	Information and advice on community life and leisure, for example leisure services and activities, education services and learning opportunities, and advice and information on looking after our countryside and wildlife.






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<b>Council and Government</b>	Information about councillors and Council committees, reports on how the Council is performing, services such as our emergency or registration services, and information on our partnership working with other organisations.
<b>Education and Learning</b>	Information on education services for children, young people and adults, as well as our library, museum and archive services.
<b>Housing</b>	Information on housing services in the authority, including council housing, information on benefits and housing repair services.
<b>Jobs and Careers</b>	Information on career opportunities and job vacancies in the Council.
<b>Law and Licensing</b>	Information on our registration service, as well as advice for consumers and businesses on trading standards and licensing.
<b>Planning and the Environment</b>	Information on Council services that are working to look after our living environment, including planning services in relation to buildings, roads and open spaces.
<b>Social Care and Health</b>	Details of the social care services we provide, as well as information on health matters, for example child care, fostering and adoption and mental health services.
<b>Tourism and Visitor Attractions</b>	Information which the Council holds on where to stay and what to do in the area, including details of festivals and parks.
<b>Transport and Streets</b>	Information on getting around and about in the authority, including information on public transport services, parking and car parks, and advice on road safety.






## Index to Classes

It should be noted that some of the classes can be found more than once, in different places in the scheme - with some appearing two or three times. It is set up this way to try and help users find information. Different people organise information differently in their minds, and so may search for it under different headings.






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## Clackmannanshire Council - Specific Information

In the tables that follow, the categories and classes set out above have been adopted exactly as they appear in the model scheme. However the content of the columns headed 'Notes', 'Format / Availability', and 'Charges' are specific to Clackmannanshire Council.

The **Notes** column may contain the following information: -






**'Same as'** – this shows the section number(s) where the same class appears elsewhere in the scheme e.g. 2.15 Trading Standards – same as 8.11.

**'See also'** - As Councils do not work in 'silos' and many of their activities complement each other we have also introduced a 'see also' facility to show users where they might find related or similar information in other classes.

**'Key content'** – where we consider that a local document or piece of local information highlights or illustrates the class description, or is one that our experience suggests will be frequently requested, we have included it here to make it easier to find.






**'Contact'** – if there is a particular person or section to be contacted for information in a class, contact details are provided.

**'Does not apply'** – if a class do not apply, in its entirety to us, or the council does not publish certain information within a class, this will be clearly explained.

<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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The **Format / Availability** column tells you how the information can be made available to you e.g. online, paper copy, special formats. A key to the symbols appears on every page of the class descriptions.

The **Charges** column tells you whether a charge may apply for copies of some of the information in the class. If the charge is not set according to our charging policy explained in Section 6, the specific charge will be detailed in this column. You will not be charged for inspecting information in this publication scheme.

<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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