

# Kirkintilloch Initiative Guide to Information

## **Guide to the Information**

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 the Freedom of Information legislation expressly permits it.

Section 23 of FOISA 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.

The Kirkintilloch Initiative has adopted the Model Publication Scheme, produced by the Scottish Information Commissioner.

## **About the Kirkintilloch Initiative**

The Kirkintilloch's Initiative (Ki) is a Community Planning Partnership between East Dunbartonshire Council and Greater Glasgow Health Board. The Initiative was created to take advantage and maximise the impact of the development of Woodilee, a former hospital site, and to provide a regeneration package for the benefit of the local economy.

The Kirkintilloch Initiative is not currently operating. It has been mothballed and is now in the process of being wound-up.

## **Accessing Information under the Scheme**

Information available under the model publication scheme will normally be available through the routes described below.

### **Online:**

Most information covered by the publication scheme is available to download from our website.

### **By email:**

If the information you seek is in the model publication scheme but is not available 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:**

Information under the scheme can also be requested from us over the telephone. Please call East Dunbartonshire's FOI Officer on 0141-578 8057 to request information available under this scheme.

**By post:**

All information under the scheme will normally be available in paper copy form. Please address your request to: The Kirkintilloch Initiative, c/o East Dunbartonshire Council, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, Tel: 0300 123 4510. 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. Please also include a telephone number so we can contact you to clarify any details, if necessary.

**Personal visits:**

In limited cases, you may be asked to make an appointment to view the information.

**Advice and assistance:**

If you have any difficulty identifying the information you want to access, then please contact The Kirkintilloch Initiative, c/o East Dunbartonshire Council, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, Tel: 0300 123 4510

**Information That We May Not Provide**

All information covered by the 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**

The model publication scheme class structure covers every possible type of information an authority might publish. Under law, a model has to be adopted in its entirety.

**Information is exempt from disclosure**

Our aim in maintaining the 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 the scheme. 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, for example, where 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 set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

## Our Charging Policy

Information contained within the 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.

We reserve the right to impose charges for providing information in paper copy or computer disc / alternative formats. The Kirkintilloch Initiative 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
Colour copy	30p per A4 sheet
<b>Alternative formats</b>	
Computer discs	£1.00per CD-Rom / DVD
<b>Postage</b>	
Charged at the cost to the Bank of sending the information by first class post	

## Our Copyright Policy

The Kirkintilloch Initiative holds the copyright for the 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 Kirkintilloch Initiative. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, 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 National Archives <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/copyright-and-re-use/crown-copyright/>

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 Kirkintilloch Initiative 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 East Dunbartonshire Council's Freedom of Information Officer on 0141-578 8057 or email [foi@eastdunbarton.gov.uk](mailto:foi@eastdunbarton.gov.uk)

Guidance on the RPSI regulations can also be found on the website of the National Archives <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/copyright-and-re-use/crown-copyright/>

We can provide you with a copy of this information if you do not have internet access.

## **Feedback**

The Kirkintilloch Initiative will review our Guide to the Publication Scheme from time to time. As a result, we welcome feedback on how we can develop the guide further. If you would like to comment on any aspect of this, 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:  
The Kirkintilloch Initiative, c/o East Dunbartonshire Council, 12 Strathkelvin Place,  
Kirkintilloch, G66 1TJ

## **Complaints**

### **Complaints about the publication scheme**

Our aim is to make our guide to the 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, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

The Kirkintilloch Initiative, c/o East Dunbartonshire Council, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ,

If you are still unhappy, 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. 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.

The Commissioner's website has a guide to this three step process, and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. Her 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.

### **How to Access Information Not Available Under the Scheme**

If the information you are seeking is not available under the 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.

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.

## **Information Published by the Kirkintilloch Initiative**

### **Class 1: About The Kirkintilloch Initiative**

#### **Class description:**

Information about The Kirkintilloch Initiative who we are, where to find us, how to contact us, how we are managed and our external relations

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **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

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **Class 3: How We Take Decisions and What We Have Decided**

#### **Class description:**

Information about the decisions we take and how we make decisions and how we involve others

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **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

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **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 The Kirkintilloch Initiative



<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **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

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **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

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **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

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>

### **Class 9: Our Open Data**

#### **Class description:**

Open data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

<https://www.eastdunbarton.gov.uk/council/kirkintilloch-initiative>