

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**3 FEBRUARY 2009****PUBLICATION SCHEME****REPORT BY DIRECTOR**

This report seeks the Partnership's approval of an updated Publications Scheme for submission to the Scottish Information Commissioner.

1 RECOMMENDATIONS

1.1 That the Partnership :-

- (i) approves the updated Publication Scheme which forms the Appendix to the report, for submission to the Scottish Information Commissioner;
- (ii) notes that a Records Management policy and procedures are being developed to accompany the updated Publications Scheme; and
- (iii) agrees to receive a report on the outcome of consultation with the Scottish Information Commissioner's office, and progress on associated procedures, to a future meeting.

2 BACKGROUND

2.1 Under the Freedom of Information (Scotland) Act 2002 the Partnership has a duty to maintain a Publication Scheme which has the approval of the Scottish Information Commissioner. The Partnership's present Publication Scheme was approved in 2006, initially until 28 February 2008. During 2008 the Scottish Information Commissioner wrote to local government bodies advising that their scheme approval period had been extended until 30 May 2009.

2.2 The Scottish Information Commissioner has requested that revised Publication Schemes, which will be effective from 1 June 2009, are submitted for approval by the end of February 2009. At its meeting on 9 December 2008 the Partnership agreed to delegate authority to the Executive Committee to consider and approve a revised Publication Scheme for submission to the Scottish Information Commissioner, prior to the next scheduled meeting of the Partnership on 10 March (Report RTP/08/38 Refers). The opportunity has been taken to submit the revised Publication Scheme for approval at this Special Meeting of the Partnership.

3 DISCUSSION

3.1 The Partnership's original Publication Scheme was compiled prior to development of the Regional Transport Strategy and many of the Partnership's policies and procedures. The revised Publication Scheme has been updated to reflect progress made over the last 2 years on the

development, approval and publication of the RTS, associated sub-Strategies and on operational policies and procedures.

- 3.2 In the spirit of openness and transparency, the updated Scheme seeks to ensure that the maximum amount of information published and held by the Partnership is made available free of charge in both electronic and printed formats. The Scheme indicates that, wherever possible, information will be provided in electronic format.
- 3.3 Where cover charges for publications have been agreed by the Partnership – e.g. for printed copies of the RTS – these have been incorporated into the updated Scheme. Where no specific cover charges have been set, provision exists to make a charge for printed copies, which will be set to recover only reasonable costs of production and postage.
- 3.4 Arrangements are in hand to develop a comprehensive Records Management policy and procedures, to support the effective operation of the revised Publication Scheme. This will be reported to a future meeting of the Partnership.
- 3.5 Upon approval of the revised Publications Scheme by the Scottish Information Commissioner, it is the intention to review the scheme annually in consultation with the Partnership Secretary and Legal Officer.

4 CONSULTATIONS

- 4.1 The report has been prepared in consultation with the Partnership Secretary and Proper Legal Officer.

5 RESOURCE IMPLICATIONS

- 5.1 This report has no direct resource implications.

Eric Guthrie
Director

For further information email ericguthrie@tactran.gov.uk or tel. 01738 475771

NOTE

Background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) which were relied on to a material extent in preparing the above Report :-

TACTRAN Publications Scheme 2006



Publication Scheme

3rd February 2009

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1. Introduction

The Freedom of Information (Scotland) Act 2005 (“the Act”) gives a general right of access to information held by or on behalf of public authorities, promoting a culture of openness and accountability across the public sector. Any person who makes a request to **TACTRAN** for information is entitled to receive that information, subject to exemptions. In this spirit of openness, section 23 of the Act requires public authorities to adopt and maintain a **Publication Scheme**.

The **TACTRAN Publication Scheme** is intended to be as inclusive as possible, improving public access to information and increasing public involvement. The purpose of this scheme is to make information available so that it can be accessed without having to make an individual request. This scheme details:-

- the classes of information **TACTRAN** publishes or intends to publish;
- how information is published; and
- whether the information is available free of charge or requires payment of a fee.

It is intended that, where possible, information will be available via the Partnership’s website www.tactran.gov.uk. Requests can also be made for printed information to be sent by post, or electronic files to be sent by email.

2. The Tayside and Central Scotland Transport Partnership (TACTRAN)

TACTRAN is one of seven statutory Regional Transport Partnerships (RTP) created by the Transport (Scotland) Act 2005. **TACTRAN** covers the local authority areas of Angus, Dundee City, Perth & Kinross and Stirling Councils.

The Partnership’s governing body comprises 10 Councillor Members appointed by the partner councils and 4 or 5 non-Councillor Members, who were initially appointed by Ministers and are now appointed by the Partnership, subject to receiving the consent of Scottish Ministers.

The Partnership meets in public 4 – 6 times per year, normally in rotation across the four partner Council areas. The dates and venues of meetings are published at the constituent Councils’ premises and on the **TACTRAN** website.

The Partnerships works with partner Councils, Health Boards, National Parks, other Regional Transport Partnerships, Scottish Government, Transport Scotland, passenger transport and freight transport providers, and other relevant stakeholders, to promote development of regional and national transport infrastructure, services and facilities, with a view to supporting sustainable economic growth and social inclusion through the promotion and development of a safer, sustainable, integrated, and efficient network of road, rail, sea and air.

TACTRAN operates at a strategic level. Its core responsibility is the development of a statutory **Regional Transport Strategy** and promoting the delivery of this strategy. The Partnership does not currently have day to day responsibility for the delivery or maintenance of transport services or infrastructure.

The **Regional Transport Strategy (RTS)** received Ministerial approval on 24 June 2008. The RTS will be reviewed annually and will also be subject to comprehensive review 4-

yearly, in line with statutory requirements. The delivery priorities of the RTS will be identified in the **RTS Delivery Plan**.

The day-to-day work of **TACTRAN** is taken forward by the Partnership's core staffing establishment of 8 full-time personnel, consisting of the Partnership Director, Strategy Manager, Projects Manager, Travel Plan Officer, Office Manager/PA to Director, two Technical Officers and one Administrative assistant. The Partnership's staff and headquarters are centrally located within the Region at:-

Bordeaux House
31 Kinnoull Street
Perth
PH1 5EN

e-mail info@tactran.gov.uk

Telephone 01738 475775

Additional administrative, financial, legal advice and support are provided by the Partnership's 3 Proper Officers. Partnership Secretariat, Treasury and Legal Officer support are provided under a Service Level Agreement with Perth & Kinross Council.

Liaison on the development and delivery of the Regional Transport Strategy is undertaken through a structure of liaison fora with partner Council Chief Officers and technical officers, plus a number of external stakeholder liaison fora. Further details on these internal and external liaison arrangements can be found on the Partnership's website www.tactran.gov.uk.

3. Formulating this Scheme

Regional Transport Partnerships are included in the list of public authorities covered by the Act. The Act requires **TACTRAN** to prepare, adopt and maintain a scheme setting out the information the Partnership makes, or is likely to make, available to the public, and in what format information can be obtained. This Publication Scheme must be approved by the Scottish Information Commissioner.

In formulating this scheme **TACTRAN** has considered the public interest in providing information about:-

- how we are organised
- how decisions are made
- our income and expenditure
- the development of our Regional Transport Strategy
- our work in developing and implementing RTS projects and initiatives

4. Responsibility for this Publication Scheme

The person responsible for the day-to-day management of this Publication Scheme is the designated Freedom of Information (Fol) Officer. The Fol Officer will regularly review this publication scheme. Any comments or complaints about the scheme should be forwarded to the Fol Officer using the following contact details:

Ashley Roger
Office Manager/PA to Director
TACTRAN
Bordeaux House
31 Kinnoull Street
Perth
PH1 5EN

Tel: 01738 475775
Fax: 01738 639705
E-mail: ashleyroger@tactran.gov.uk
Website: www.tactran.gov.uk

The senior officer responsible for the Publication Scheme is the Partnership Director, who can also be contacted at the address above.

Legal and Administrative services are provided to **TACTRAN** by Perth & Kinross Council. The Partnership Secretary and Legal Officer will provide advice to the Partnership on whether any information may be withheld and any other matter relating to the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004. The Partnership's Legal Officer will also undertake Reviews in the event of any applicant wishing to request a review of a decision to withhold information.

5. Exemptions

TACTRAN aims to be as open as possible. However, information from any of the classes listed in section 10 below may be withheld if the Partnership considers that the disclosure may fall within one of the Exemptions contained in the Act.

For example, we may withhold information if its disclosure would breach the law of confidentiality, or seriously prejudice the commercial interests of any person or organisation. We will also withhold information which is personal data under the Data Protection Act 1998.

In these cases, we will inform you that we have withheld the information and indicate the reasons for the restriction. When an exemption exists, it may be possible to provide copies with the exempted information edited out.

Any person wishing to complain about withholding of information should refer to section 9 below.

6. Copyright Statement

Copyright for the majority of information in this Publication Scheme is held by **TACTRAN**. Formal permission for copying and reproducing this information does not need to be sought from **TACTRAN** provided it is copied or reproduced accurately, is not used in a misleading context, that the source of the material is identified, and the copyright status acknowledged.

The Publication Scheme also covers material where the copyright holder is not **TACTRAN**. We have endeavoured to ensure that the copyright holder is obvious from the documents. However, 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 acting in a manner which may breach the rights of the copyright holder. Wherever possible, this scheme indicates where **TACTRAN** does not own the copyright on documents.

Much of the legislation within the Publication Scheme comes under the Crown Copyright. Information about Crown Copyright material is available on website of the Queen's Printer for Scotland, <http://www.oqps.gov.uk/>. If you do not have access to the internet we will provide you with a copy of this.

7. Access to information

This Publication Scheme lists information that is, or is likely to be, routinely published by **TACTRAN**. Information can usually be accessed in the following ways:

Online - Publications included in all classes of information listed in this scheme will be available on the Partnership's website at www.tactran.gov.uk. Publicly available computer terminals are provided by all four constituent councils of **TACTRAN**.

By Email - Requests for information to be sent via e-mail should be forwarded to info@tactran.gov.uk. Where information is held electronically but is not on the website, we will send it electronically where practicable. Where the volume of information makes this impractical we may send the information on a CD-Rom.

By Post - Copies of documents can be requested to be sent by post. Requests for printed copies should be made to:-

Ashley Roger
Office Manager/PA to Director
TACTRAN
Bordeaux House
31 Kinnoull Street
Perth
PH1 5EN

Tel: 01738 475775
Fax: 01738 639705

Requests for information can be made using the form at Appendix A. Alternatively, when writing to the address above, please include your name and address, contact telephone number and details of the information you would like to receive.

There may be a charge for the information provided, as specified in sections 8 and 10 below.

By Telephone - Information can be requested over the telephone on 01738 475775 or by fax on 01738 639705. Please provide full contact details, including telephone number, so that we can telephone to clarify any details, if necessary.

Other Formats - If information is required to be provided in any other format (e.g. large text, Braille, or in another language) or if the applicant has difficulty determining the information they want to see, they should contact the FoI Officer detailed in section 4 above for assistance.

8. Charging Policy

Information in this scheme is available free of charge when viewed on or downloaded from the **TACTRAN** website or can be sent via e-mail. For those without access to the website a single printout of the website, or a hard copy of the document, can be requested. These will be provided free of charge except where indicated in section 10 below.

Requests for multiple printouts of material on the website, or for multiple hard copies of information or documents, may incur a fee to cover the cost of printing, photocopying, postage.

Where possible, any charges made for information are detailed at Section 10 under the individual classes of information. Where the publication indicates that a charge may be applied, this will be reasonable and will reflect the cost of printing and/or posting large documents. The charge for photocopying or printing documents (black and white) is 10p per A4 sheet.

9. Comments, Feedback & Complaints

TACTRAN welcomes any comments, suggestions or complaints with regard to this Scheme. As part of our statutory duty we are required to review our Publication Scheme periodically and constructive feedback which can assist in developing our scheme further is always welcomed. Any questions, comments or complaints about this scheme should be submitted via e-mail or in writing to:-

Eric Guthrie,
Partnership Director
TACTRAN
Bordeaux House
31 Kinnoull Street
Perth
PH1 5EN

Tel: 01738 475775
Fax: 01738 639705
E-mail: ericguthrie@tactran.gov.uk
Website: www.tactran.gov.uk

In the event that we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act. The contact details for the Commissioner are:-

Kevin Dunion
Scottish Information Commissioner
Kinburn Castle,
Doubledykes Road
St Andrews
Fife, KY16 9DS

Telephone: 01334 464610 Fax: 01334 464611
e-mail: enquiries@itspublicknowledge.info

There is a formal appeal mechanism when information is withheld. Further details on this are available on the Commissioner's website at www.itspublicknowledge.info.

10. Classes of information

The classes of information that TACTRAN publishes, or intends to publish, are listed below. This Publication scheme does not contain all of the information held by TACTRAN. If the information you require does not appear under any of the following categories, or is not available elsewhere on the website, the contact details above should be used to make a request.

1. Policy and Strategy					
a	Regional Transport Strategy. Documents relating to the formulation, approval and delivery of the Regional Transport Strategy which is the core function of TACTRAN				
	Examples and available format:	Paper	Web	Email	Cost
	Regional Transport Strategy 2008 – 2023	Y	Y	Y	£10 per copy in printed format
	Regional Transport Strategy Summary Document	Y	Y	Y	Free
	Regional Transport sub-Strategies on Buses; Walking & Cycling; Park & Ride; Travel Information	Y	Y	Y	£5 per copy in printed format
	RTS Strategic Environmental Assessment	Y	Y		Charges may apply for some paper copies
	Background statistics or papers	Y	Y	Y	
	Consultation documents [once published]	Y	Y	Y	
b.	Consultation responses. Documents submitted by TACTRAN in response to consultations by other bodies and submitted to TACTRAN in response to its own consultations				
	Examples and available format:	Paper	Web	Email	Cost
	Responses to Scottish Government consultations	Y	Y	Y	Free
	Responses to Consultations by other bodies	Y	Y	Y	Free
c.	Completed research reports commissioned by TACTRAN. Documents commissioned from external consultants or agencies relating to transport issues or policies relevant to TACTRAN's functions.				
	Examples and available format:	Paper	Web	Email	Cost
	Executive summaries of final research or project appraisal studies	Y		Y	Free
	Full reports and appendices of final research or project appraisal studies. (Some information may not be available electronically)	Y		Y Some	Charges may apply for paper copies
d.	Business and operational plans. Documents published by TACTRAN setting out its strategic and operational priorities and plans.				
	Examples and available format	Paper	Web	Email	Cost
	Corporate/Business plans	Y	Y	Y	Free
	TACTRAN Regional Transport Strategy Delivery Plan(s)	Y	Y	Y	Free
	TACTRAN Travel Awareness Programme	Y	Y	Y	Free

2.	Constitutional and Corporate Information				
a.	Constitutional information. Policy and constitutional documents relating to the governance of TACTRAN and information about membership and meetings.				
	Examples and available format	Paper	Web	Email	Cost
	The Constitution of TACTRAN	Y	Y	Y	Free
	The Standing Orders of TACTRAN	Y	Y	Y	Free
	Financial Regulations of TACTRAN	Y	Y	Y	Free
	A list of TACTRAN members and observers/advisers	Y	Y	Y	Free
	Diary of TACTRAN meetings	Y	Y	Y	Free

b.	Agendas and Minutes of the Partnership Board and Committees. Papers showing details of the business considered by TACTRAN members at regular meetings of the main Board and its Committees.				
	Examples and available format	Paper	Web	Email	Cost
	Agendas for meetings of TACTRAN Board	Y	Y	Y	Free
	Minutes of meetings of TACTRAN Board	Y	Y	Y	Free
	Agendas of meetings of TACTRAN Executive Committee or sub-Committee	Y	Y	Y	Free
	Notes of meetings of TACTRAN Committees and sub-Committees	Y	Y	Y	Free

c.	Operational Policies. Papers setting out the Partnership's Human Resources, Health & Safety and other operational procedures and policies.				
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d.	Promotional and publicity information about the Partnership. Documents which TACTRAN regularly publishes to keep people informed about its decision making and organisational performance.				
	Examples and available format	Paper	Web	Email	Cost
	News Releases	Y	Y	Y	Free
	Newsletters	Y	Y	Y	Free
	TACTRAN Annual Reports	Y	Y	Y	Free

3.	Financial Information				
a.	Grants and Funding Information. Documents containing information about how TACTRAN uses the funding which it receives from the Scottish Government and other sources in fulfilling its functions				
	Examples and available format	Paper	Web	Email	Cost
	Capital Programme	Y	Y	Y	Free
	Guidance for allocation of grants and funding	Y	Y	Y	Free
	Application Forms	Y	Y	Y	Free
	Grants and funding monitoring reports	Y		Y	Free
	List of grant awards	Y		Y	Free

b.	Partnership Budget and Accounts. Documents showing how TACTRAN manages and accounts for its income and expenditure				
	Examples and available format	Paper	Web	Email	Cost
	Annual Revenue budget	Y		Y	Free
	Financial Accounting Information	Y		Y	Free
	Annual Accounts	Y	Y	Y	Free
	Audit Reports	Y		Y	Charges may apply for paper copies

4.	Further information. Documents that TACTRAN intends to publish once they have been completed				
	Examples and available format	Paper	Web	Email	Cost
	Records Management Manual	Y	Y	Y	Free

11. Useful Resources

The Scottish Information Commissioner
 Angus Council
 Dundee City Council
 Perth & Kinross Council
 Stirling Council
 Scottish Government
 Transport Scotland

www.itspublicknowledge.info
www.angus.gov.uk
www.dundeeecity.gov.uk
www.pkc.gov.uk
www.stirling.gov.uk
www.scotland.gov.uk
www.transportscotland.gov.uk

Regional Transport Partnerships

Highlands & Islands RTP
 North East Scotland RTP
 Shetland Isles RTP
 South East Scotland RTP
 South West Scotland RTP
 Strathclyde Partnership for Transport

www.hitrans.gov.uk
www.nestrans.org.uk
www.zettrans.org.uk
www.sestran.gov.uk
www.dgcommunity.net/rtpb/miniweb.aspx
www.spt.gov.uk