

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**AND**

**ASSESSOR FOR CENTRAL SCOTLAND VALUATION JOINT BOARD**

**GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME**

<b>Title</b>	Freedom of Information - Guide to Information Available Through The Scottish Information Commissioner's Model Publication Scheme
<b>Who should use this</b>	All Staff
<b>Author</b>	Assistant Assessor
<b>Approved by Management Team</b>	
<b>Approved by Joint Board</b>	
<b>Reviewer</b>	Assistant Assessor
<b>Review Date</b>	October 2020

**Review History**

<b>REVIEW NO.</b>	<b>DETAILS</b>	<b>RELEASE DATE</b>
1	Updated Policy	OCTOBER 2017
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<b>Terms Used</b>	
<b>Term Used</b>	<b>Explanation</b>
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
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)
Notification Form	The form an authority must submit to notify the Commissioner of its adoption of the MPS
Re-use Regulations	The re-use of Public Sector Information Regulations 2015
Copyright law	The Copyright, Designs and Patents Act 1988
TNA	The National Archives
SAA	Scottish Assessors Association
Assessor	Statutory official appointed by the local Valuation Authority, responsible for the valuation of all heritable properties for local taxation purposes within their respective valuation areas.
ERO	Electoral Registration Officer
Valuation Roll	List of non-domestic properties for the Valuation Area with appropriate Rateable Values used to calculate rates payable.
Council Tax List	List of domestic properties within the Valuation Area with appropriate Council Tax Banding.
Electoral Register	List of electors registered to vote.
Valuation Appeal Committee Hearings	Meeting of the Local Valuation Appeal Committee.
Valuation Appeal Procedures	Legislative procedures governing the conduct of appeals. For more information go to: <a href="https://www.saa.gov.uk/non-domestic-valuation/the-valuation-roll/valuation-appeals/">https://www.saa.gov.uk/non-domestic-valuation/the-valuation-roll/valuation-appeals/</a>
Valuation Local Instructions	Local guidance notes used to assist staff in valuing certain non-domestic properties such as shops, offices and industrial subjects.
Key Performance Indicators (KPI's)	Performance Indicators agreed with the Scottish Government To ensure that we meet Best Value criteria in our work.
Public Performance Report	Report published annually reporting on performance of CSVJB against KPI's.
Portal Data Custodian	Administrator of data published on the Scottish Assessors Association website.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### AND

## ASSESSOR FOR CENTRAL SCOTLAND VALUATION JOINT BOARD

### GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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

Central Scotland Valuation Joint Board and the Assessor for Central Scotland Valuation Joint Board have adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) or by contacting us at the address below:

Central Scotland Valuation Joint Board & Assessor for Central Scotland Valuation Joint Board  
Hillside House  
Laurelhill Business Park  
Stirling  
FK7 9JQ  
Tel 01786 892200  
Fax 01786 892255  
[assessor@centralscotland-vjb.gov.uk](mailto:assessor@centralscotland-vjb.gov.uk)

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*
- *explain how to request information we hold that has not been published*
- *explain how you can re-use public sector information*

The Guide is split into the following sections:-

- Availability and Formats
- Exempt Inform
- Copyright
- Re-Use of public sector information
- Charges
- Contact Us
- Notifying the Commissioner
- The Classes of Information we Publish
- How to access information which is not available under this scheme
- Requests for your own personal data

## **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**

Where Central Scotland Valuation Joint Board or the Assessor for Central Scotland Valuation Joint Board 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*

Where Central Scotland Valuation Joint Board or the Assessor for Central Scotland Valuation Joint Board does not hold the copyright in information we publish, we will make this clear.

## **Re-Use of Published Information**

The Assessor is not a Public Sector Body in terms of the Re-use of Public Sector Information Regulation 2015. Therefore the statement below only applies to information held by Central Scotland Valuation Joint Board in pursuit of its public task.

The business of the Valuation Joint Board falls into two main categories, IT and other Business Support Services (such as personnel, finance etc.), though, as above, Valuation Rolls, Council Tax Valuation Lists, Electoral Registers and their supporting data will not be covered.

More information including the Valuation Joint Board's information asset list, our charges and how to request to re-use our information can be found at <https://www.saa.gov.uk/central/freedom-information-data-protection/>

## **Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated.

Unless otherwise stated, all 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 e-mail

We reserve the right to impose charges for providing information in other formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below. In the event that a charge is to be levied, 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.

Please note that charges outlined below are exclusive of VAT. VAT will be charged where appropriate.

### **Reproduction costs**

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy)  
Computer discs will be charged at the rate of £1.00 per CD-Rom

### **Postage cost**

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

For the avoidance of doubt these costs relate to the delivering of information which is otherwise free.

### **Fixed Charge Publications**

There are a small number of pre-printed publications for which the Assessor for Central Scotland Valuation Joint Board makes a charge. These documents include the Valuation Roll, Council Tax List and the edited Register of Electors.

The costs for these documents are detailed below;

### **Valuation Rolls**

#### Definition

“List of non-domestic properties for the Valuation Area with appropriate Rateable Values as a basis for non-domestic rates bills.”

#### Availability

Website ([www.saa.gov.uk](http://www.saa.gov.uk)). Available in electronic format from the Portal Data Custodian at the office of the Assessor for Grampian Valuation Joint Board, Woodhill House, Westburn Road, Aberdeen, AB16 5GE. Tel: 01224 664360, Fax: 01224 664361, email: [atacustodian@saa.gov.uk](mailto:atacustodian@saa.gov.uk)

Cost £50

Paper copies can be inspected free of charge at our office and main libraries.

Cost in paper format:

£60 Per Local Authority Area

### **Council tax Lists**

## Definition

“List of domestic properties within the Valuation Area with appropriate Bands.”

## Availability

Website ([www.saa.gov.uk](http://www.saa.gov.uk)). Available in electronic format from the Portal Data Custodian at the office of Assessor for Grampian Valuation Joint Board, Woodhill House, Westburn Road, Aberdeen, AB16 5GE. Tel: 01224 664360, Fax: 01224 664361, email: [datacustodian@saa.gov.uk](mailto:datacustodian@saa.gov.uk)

Cost £50

Paper copies can be inspected free of charge at our office and main libraries.

Cost in paper format

£75 Per Local Authority area

Extract certificates from the Council Tax List or Valuation Roll do not fall within any class of this publication scheme, but we do provide extract certificates and photocopies from the Valuation Roll and Council Tax List.

The cost for this additional service can be obtained by contacting the Assistant Assessor on 01786 892212 or e-mail at [assessor@centralscotland-vjb.gov.uk](mailto:assessor@centralscotland-vjb.gov.uk)

## **Edited Register of Electors**

### Definition

“Open version of the Register of Electors. This version does not include the names of those electors whose names appear in the full version of the Register but who have taken advantage of the Representation of the People legislation and chosen to have their names excluded from the Open version of the Register, which can be sold to anyone.”

### Availability

Paper copies can be inspected at our office.

Cost

Per Representation of the People (Scotland) Regulations 2001.

If in Data Format

The fee for purchasing a copy of the register in data format is at the rate of £20 per Constituency plus £1.50 for each 1,000 entries (or remaining part of 1000 entries) in it.

Or if Printed

The fee for purchasing a copy of the register in the printed form is at the rate of £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it.

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

## **Contact us**

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

Central Scotland Valuation Joint Board & Assessor for Central Scotland Valuation Joint Board  
Hillside House  
Laurelhill Business Park  
Stirling  
FK7 9JQ

Tel 01786 892200

Fax 01786 892255

assessor@centralscotland-vjb.gov.uk

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.

## **Notifying the Commissioner**

In accordance with paragraph 9(ii) of the Scottish Information Commissioner's Model Publication Scheme, Central Scotland Valuation Joint Board and the Assessor for Central Scotland Valuation Joint Board undertake to notify the Commissioner if their legal status changes.

## **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.

- CLASS 1: About Central Scotland Valuation Joint Board and the Assessor for Central Scotland Valuation Joint Board
- CLASS 2: How we deliver our functions and services
- CLASS 3: How we take decisions and what we have decided
- CLASS 4: What we spend and how we spend it
- CLASS 5: How we manage our human, physical and information resources
- CLASS 6: How we procure goods and services from external providers
- CLASS 7: How we are performing
- CLASS 8: Our commercial publications
- CLASS 9: Our open data

Notes:

Central Scotland Valuation Joint Board and the Assessor for Central Scotland Valuation Joint Board are required to publish the information they hold which falls within the classes of the Model Publication Scheme 2013. If we do not hold information within a class, please indicate this below the class description.

<b>CLASS 1: ABOUT CENTRAL SCOTLAND VALUATION JOINT BOARD AND THE ASSESSOR FOR CENTRAL SCOTLAND VALUATION JOINT BOARD</b>
<b>Class description:</b> Information about Central Scotland Valuation Joint Board and the Assessor for Central Scotland Valuation Joint Board who we are, where to find us, how to contact us, how we are managed and our external relations

<b>The information we publish under this class</b>	<b>How to access it</b>
Name address and contact details and business opening hours	Information can be found on the website- <a href="https://www.saa.gov.uk/central/contact-assessor/">https://www.saa.gov.uk/central/contact-assessor/</a>
Organisational Structure	See the website <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Contact details for customer care and complaints functions	See the website – <a href="https://www.saa.gov.uk/central/valuation-joint-board-complaints/">https://www.saa.gov.uk/central/valuation-joint-board-complaints/</a>
Customer Codes or Charters	N/A
Single Model Publication Scheme and our Guide to Information	See the website – <a href="https://www.saa.gov.uk/central/freedom-information-data-protection/">https://www.saa.gov.uk/central/freedom-information-data-protection/</a>
Charging schedule for published information	See above
Contact details and advice about how to request information from us	See the website – <a href="https://www.saa.gov.uk/central/freedom-information-data-protection/">https://www.saa.gov.uk/central/freedom-information-data-protection/</a>
Charging schedule for environmental information provided in response to request under the Environmental Information (Scotland) Regulations 2004	See below.
Legal framework and governance structure, and decision making arrangements	See Standing Orders on the website at – <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Code of Conduct	See website – <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Names of the people who make strategic and operational decisions	See staff information at - And Board member information at – <a href="https://www.saa.gov.uk/central/assessors-team/">https://www.saa.gov.uk/central/assessors-team/</a> <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a>

Corporate plan	See Service Plan at – <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Corporate planning strategy e.g. for economic development	N/A
Corporate policies	See Policies section on the website at – <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Strategic planning processes	See Service Plan and Key activities at – <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Accountability relationships, including reports to regulators	See Board papers at - <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a>
Internal and external audit arrangements	See Board papers at - <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a> And Board minutes at <a href="http://www.saa.gov.uk/central/csvjbgeneral.html">http://www.saa.gov.uk/central/csvjbgeneral.html</a>
Subsidiary companies and other significant financial interests	N/A
Strategic agreement with other bodies	Legal, Financial and Human Resource support services are provided by Clackmannanshire Council. Human Resource policies are aligned with those of Clackmannanshire Council. Also see annual report which forms part of the accounts at <a href="https://www.saa.gov.uk/central/valuation-joint-board-accounts/">https://www.saa.gov.uk/central/valuation-joint-board-accounts/</a>  All Assessors and their senior staff are members of the Scottish Assessors Association which facilitates a consistency of approach in the administration of the valuation, council tax and electoral registration services. For more information see – <a href="https://www.saa.gov.uk/about-the-saa/">https://www.saa.gov.uk/about-the-saa/</a>

## 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	How to access it
Description of functions, including statutory basis for them, where applicable	See the website - <a href="http://www.saa.gov.uk/">http://www.saa.gov.uk/</a> and <a href="https://www.saa.gov.uk/central/sitemap/">https://www.saa.gov.uk/central/sitemap/</a>
Strategies, policies and internal staff procedures for performing statutory functions	Information can be found at - <a href="http://www.saa.gov.uk/introduction.html">http://www.saa.gov.uk/introduction.html</a> <a href="http://www.saa.gov.uk/counciltax.html">http://www.saa.gov.uk/counciltax.html</a> <a href="http://www.saa.gov.uk/valroll.html">http://www.saa.gov.uk/valroll.html</a> <a href="http://www.saa.gov.uk/electoralreg.html">http://www.saa.gov.uk/electoralreg.html</a> Valuation Roll valuation guidance notes are at – <a href="https://www.saa.gov.uk/non-domestic-valuation/2017-practice-notes/">https://www.saa.gov.uk/non-domestic-valuation/2017-practice-notes/</a> and local practice notes at – <a href="https://www.saa.gov.uk/central/freedom-information-data-protection/">https://www.saa.gov.uk/central/freedom-information-data-protection/</a>
How to apply for a licence, warrant, grant, etc where it is a function of the authority to approve	For details of circumstances when a proposal can be made against a Council Tax band see - <a href="http://www.saa.gov.uk/proposals.html">http://www.saa.gov.uk/proposals.html</a> For details of how to make an appeal for a Valuation Roll subject see - <a href="http://www.saa.gov.uk/valuationappeals.html">http://www.saa.gov.uk/valuationappeals.html</a>
How to report a concern to the authority	See the Complaints section of the website at - <a href="https://www.saa.gov.uk/central/valuation-joint-board-complaints/">https://www.saa.gov.uk/central/valuation-joint-board-complaints/</a>
Reports of the authority's exercise of its statutory functions	See the website at – <a href="https://www.saa.gov.uk/central/public-performance-report/">https://www.saa.gov.uk/central/public-performance-report/</a>
Statutory Registers (NB not if inspection-only)	See Valuation Roll and Council Tax information at <a href="http://www.saa.gov.uk/">http://www.saa.gov.uk/</a>
Fees and charges for performance of the authority's function e.g. fee for making a planning application etc	See above
List of services, including the statutory basis for them, where applicable	See the website at - <a href="http://www.saa.gov.uk/">http://www.saa.gov.uk/</a> and <a href="https://www.saa.gov.uk/central/sitemap/">https://www.saa.gov.uk/central/sitemap/</a>
Service policies and internal staff procedures, including allocation, quality and standards	See Service Plan at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a> Formal guidance on methods of valuation can be found at

	<a href="https://www.saa.gov.uk/non-domestic-valuation/2017-practice-notes/">https://www.saa.gov.uk/non-domestic-valuation/2017-practice-notes/</a>
Service schedules and delivery plans	See Key Activities at – <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Information for service users, including how to access the services	See the website at- <a href="https://www.saa.gov.uk/central/sitemap/">https://www.saa.gov.uk/central/sitemap/</a>

### **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

<b>The information we publish under this class</b>	<b>How to access it</b>
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board meetings	See Board papers at - <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a> And Board minutes at <a href="https://www.saa.gov.uk/central/valuation-joint-board-documents/">https://www.saa.gov.uk/central/valuation-joint-board-documents/</a>
Public consultation and engagement strategies	N/A
Reports of regulatory inspections, audits and investigations carried out by the authority	See Board Reports at - <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a>
Environmental Impact Assessment Reports undertaken in compliance with the Town & Country Planning (Environment) Impact Assessment (Scotland) Regulations 2017	NONE

### **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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements	See website at - and Board reports at - <a href="https://www.saa.gov.uk/central/valuation-joint-board-accounts/">https://www.saa.gov.uk/central/valuation-joint-board-accounts/</a> <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a>
Financial statements required by statute e.g. sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority	N/A
Financial policies and procedures for budget allocation	Guidance can be found in Board papers at <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a>
Budget allocation to key policy/function/service areas	N/A
Purchasing plans and capital funding plans	N/A
Financial administration manual/internal financial regulations	See Standing Orders and Financial regulations at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>

Expenses policies and procedures	See Terms and Conditions at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Senior staff expenses	See the website at <a href="https://www.saa.gov.uk/central/valuation-joint-board-accounts/">https://www.saa.gov.uk/central/valuation-joint-board-accounts/</a>
Board member remuneration other than expenses	See accounts at <a href="https://www.saa.gov.uk/central/valuation-joint-board-accounts/">https://www.saa.gov.uk/central/valuation-joint-board-accounts/</a>
Pay and grading structure	See website at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Investments, summary information about endowments, investments and authority pension fund	CSVJB is a member of the Falkirk Council Pension Fund see <a href="http://www.falkirkpensionfund.org/">http://www.falkirkpensionfund.org/</a>
Funding awards available from the authority, how to apply for them and funding awards made by the authority	N/A

## **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 Central Scotland Valuation Joint Board and the Assessor for Central Scotland Valuation Joint Board

<b>The information we publish under this class</b>	<b>How to access it</b>
Strategy and management of human resources	Support services are provided by Clackmannanshire Council and Board policies are aligned with those of Clackmannanshire Council
Staffing Structure	See the website at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Human resource policies, procedures and guidelines, including e.g. recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	See Policies at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Employee relations structures and agreements reached with recognised trade unions and professional organisations	See Single Status Terms and Conditions at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Management of the authority's land and property assets, including environmental/sustainability reports	N/A
Description of the authority's land and property holdings	N/A
Estate Development Plans	N/A
Maintenance arrangements	N/A
Records Management policy including records retention schedule	See FOI retention Policy and Schedule <a href="https://www.saa.gov.uk/central/freedom-information-data-protection/">https://www.saa.gov.uk/central/freedom-information-data-protection/</a>

Information governance/asset management policies and procedures	N/A
Knowledge management policies and procedures	N/A
List of statistical information published by the authority	See <a href="https://www.saa.gov.uk/central/public-performance-report/">https://www.saa.gov.uk/central/public-performance-report/</a> and <a href="http://www.saa.gov.uk/general_statistics.php">http://www.saa.gov.uk/general_statistics.php</a>
Freedom of Information policies and procedures	See <a href="https://www.saa.gov.uk/central/freedom-information-data-protection/">https://www.saa.gov.uk/central/freedom-information-data-protection/</a>

## CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

### Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Procurement policies and procedures	See the Standing Orders and Financial Regulations at <a href="https://www.saa.gov.uk/central/vjb-policies/">https://www.saa.gov.uk/central/vjb-policies/</a>
Invitations to Tender	See Board reports at <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a>
List of contracts which have gone through formal tendering, including name of supplier period of contract and value	See Board reports at <a href="http://www.falkirk.gov.uk/coins/calendar.asp">http://www.falkirk.gov.uk/coins/calendar.asp</a> See also Contracts List: <a href="https://www.saa.gov.uk/central/freedom-information-data-protection/">https://www.saa.gov.uk/central/freedom-information-data-protection/</a>

## 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	How to access it
External reports e.g. annual report, performance statements required by statute	See the website at <a href="https://www.saa.gov.uk/central/public-performance-report/">https://www.saa.gov.uk/central/public-performance-report/</a> and Annual Statement in accounts <a href="https://www.saa.gov.uk/central/valuation-joint-board-accounts/">https://www.saa.gov.uk/central/valuation-joint-board-accounts/</a>
Performance Indicators and performance against them	See the website at <a href="https://www.saa.gov.uk/central/public-performance-report/">https://www.saa.gov.uk/central/public-performance-report/</a>

Public Sector Equality Reports	See the website at <a href="https://www.saa.gov.uk/central/equalities/">https://www.saa.gov.uk/central/equalities/</a>
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### **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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Information packages 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	N/A

### **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 data licence.

<b>The information we publish under this class</b>	<b>How to access it</b>
Total number of Non-Domestic Properties and Total Rateable Value subjects per Local Authority Area	See the website at <a href="https://www.saa.gov.uk/general-statistics/">https://www.saa.gov.uk/general-statistics/</a>
The Number of Non-Domestic Properties by Category Code and Total Rateable Value in each Local Authority Area	
Number of properties by Council Tax Band in each Local Authority Area	
Information on Updates to the Scottish Assessors Association's Portal	
Statistical Details of Non-Domestic Revaluation Appeals	

## **HOW TO ACCESS INFORMATION WHICH IS NOT SHOWN IN THIS GUIDE TO INFORMATION**

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 right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while 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.

Should you wish to request a copy of any information that we hold that is not available under this scheme please write to –

Central Scotland Valuation Joint Board & Assessor for Central Scotland Valuation Joint Board  
Hillside House  
Laurelhill Business Park

Stirling  
FK7 9JQ  
Tel 01786 892200  
Fax 01786 892255  
assessor@centralscotland-vjb.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 the section on *Charges* above. 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

- 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, 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 the 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 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**

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 be asked for information that cost us £600 to provide, you would be asked to pay £50, 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

You are entitled to request your personal data from Central Scotland Valuation Joint Board or the Assessor for Central Scotland Valuation Joint Board. They reserve the right to charge £10 for requests for an individual's own personal data.

### Document Control Sheet

<b>Title</b>	Freedom of Information - Guide to Information Available Through The Scottish Information Commissioner's Model Publication Scheme
<b>Who should use this</b>	All Staff
<b>Author</b>	Assistant Assessor
<b>Approved by Management Team</b>	
<b>Approved by Joint Board</b>	
<b>Reviewer</b>	Assistant Assessor
<b>Review Date</b>	

### Review History

<b>REVIEW NO.</b>	<b>DETAILS</b>	<b>RELEASE DATE</b>
1	Updated Policy	OCTOBER 2017
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