



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

AND

ASSESSOR FOR DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2019

February 2019

Version 1.0

Version Control

Version	Originator	Summary of Changes	Date
1.0	R Nicol	Final version for Publication	25/2/2019

Terms Used	
Term Used	Explanation
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 local Valuation Authority
ERO	Electoral Registration Officer
Valuation Roll	List of non-domestic properties for the Valuation Area with appropriate Rateable Valuations as a basis for rates bills
Council Tax List	List of domestic properties within the Valuation Area with appropriate Bands
Electoral Register	List of electors registered to vote
Valuation Appeal Committee Hearings	Meetings of the Local Valuation Appeal Committee
Valuation Local Instructions	Local Guidance Notes used to assist staff in valuing certain non-domestic properties
Public Performance Report	Report on Annual Performance of DABVJB
Portal Data Custodian	Administrator of data published on the Scottish Assessors Association website

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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.*

Dunbartonshire and Argyll & Bute Valuation Joint Board and the Assessor for Dunbartonshire and Argyll & Bute Valuation Joint Board have adopted the **Model Publication Scheme 2017** produced by the Scottish Information Commissioner.

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

CAMPBELTOWN OFFICE	CLYDEBANK OFFICE
Dunbartonshire and Argyll & Bute Valuation Joint Board	Dunbartonshire and Argyll & Bute Valuation Joint Board
Kilbrannan House	235 Dumbarton Road
Bolgam Street	Clydebank
Campbeltown	Glasgow
Argyll PA28 6JY	G81 4 XJ
Tel: 01586 555300	Tel: 0141 562 1200
Fax: 01586 552883	Fax: 0141 562 1220/1255
E-mail: foi@dab-vjb.gov.uk	E-mail: foi@dab-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 Information*
- *Copyright*
- *Re-Use of public sector information*
- *Charges*
- *Contact Us*
- *Notifying the Commissioner*
- *The Classes of Information that 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 Dunbartonshire and Argyll & Bute Valuation Joint Board or the Assessor for Dunbartonshire and Argyll & Bute 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 Dunbartonshire and Argyll & Bute Valuation Joint Board or the Assessor for Dunbartonshire and Argyll & Bute Valuation Joint Board does not hold the copyright in information we publish, we will make this clear.

Re-use of Public Sector Information

The Assessor is not a Public Sector Body in terms of the Re-use of Public Sector Information Regulations 2015. Therefore the statement below only applies to information held by Dunbartonshire and Argyll & Bute Valuation Joint Board in pursuit of its public task.

The business of the Valuation Joint Board falls into five main categories, Council Tax, Non-Domestic Rating, Electoral Registration, 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 in <https://www.saa.gov.uk/dab-vjb/download/1420/>

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 viewed on our website (<https://www.saa.gov.uk/dab-vjb/>) there is also no charge to view information at our premises.

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.

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). Plus VAT where applicable.

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 Dunbartonshire and Argyll and Bute Assessor makes a charge. These documents include the Valuation Roll, Council Tax List and Electoral Register.

The costs for these documents are detailed below:

Valuation Rolls

Definition:

"List of non-domestic properties for the Valuation Area with appropriate Rateable Valuations as a basis for rates bills."

Availability:

Website (www.saa.gov.uk). Electronic format from the Portal Data Custodian at Portal Data Custodian at the office of the Grampian Assessor

Woodhill House

Westburn Road

Aberdeen

AB16 5GE

Tel:01224 664360

Fax:01224 664361

e-mail: datacustodian@saa.gov.uk

The Valuation Roll can be viewed free of charge at our Offices, many Libraries and online at www.saa.gov.uk

Costs in paper format

£60 per Local Authority Area.

The Street Index is available at £12.50 for each Council's area

Council Tax Lists

Definition:

"List of domestic properties within the Valuation Area with appropriate Bands

Availability:

Website (www.saa.gov.uk). Electronic format from the Portal Data Custodian at Portal Data Custodian at the office of the Grampian Assessor

Woodhill House

Westburn Road

Aberdeen

AB16 5GE

Tel:01224 664360

Fax:01224 664361

e-mail: datacustodian@saa.gov.uk

The Council Tax List can be viewed free of charge at our Offices and online at www.saa.gov.uk

Costs in paper format:

£75 Per Local Authority area

The Street Index is available at £12.50 for each Council's 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 Depute Assessor on 0141 562 1263 or e-mail at foi@dab-vjb.gov.uk

Electoral Register (Open or Edited version)

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 Local offices.

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 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 £5.00 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:

CAMPBELTOWN OFFICE	CLYDEBANK OFFICE
Dunbartonshire and Argyll & Bute Valuation Joint Board	Dunbartonshire and Argyll & Bute Valuation Joint Board
Kilbrannan House	235 Dumbarton Road
Bolgam Street	Clydebank
Campbeltown	Glasgow
Argyll PA28 6JY	G81 4 XJ
Tel: 01586 555300	Tel: 0141 562 1200
Fax: 01586 552883	Fax: 0141 562 1220/1255
E-mail: foi@dab-vjb.gov.uk	E-mail: foi@dab-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, Dunbartonshire and Argyll & Bute Valuation Joint Board and the Assessor for Dunbartonshire and Argyll & Bute Valuation Joint 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 Dunbartonshire and Argyll & Bute Valuation Joint Board and the Assessor for Dunbartonshire and Argyll & Bute 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:

Dunbartonshire and Argyll & Bute Valuation Joint Board and the Assessor for Dunbartonshire and Argyll & Bute Valuation Joint Board are required to publish the information it holds which falls within the classes of the Model Publication Scheme 2017. If we do not hold information within a class this is indicated at the class description below.

CLASS 1: ABOUT Dunbartonshire and Argyll & Bute Valuation Joint Board and the Assessor for Dunbartonshire and Argyll & Bute Valuation Joint Board

Class description:

Information about Dunbartonshire and Argyll & Bute Valuation Joint Board and the Assessor for Dunbartonshire and Argyll & Bute Valuation Joint Board who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
<ul style="list-style-type: none"> ○ Name address and contact details ○ Organisational structure, roles and responsibilities of senior officers ○ Business opening hours 	Information can be found on the website – https://www.saa.gov.uk/dab-vjb/contactmanagement/
<ul style="list-style-type: none"> ○ Board Members 	Information can be found on the Website - https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/membership/
<ul style="list-style-type: none"> ○ Contact details for customer care and complaints functions 	Information can be found on the Website https://www.saa.gov.uk/dab-vjb/complaints/
<ul style="list-style-type: none"> ○ Customer Codes or Charters 	N/A
<ul style="list-style-type: none"> ○ Single Model publication Scheme 2017 and our Guide to Information 	Information can be found on the Website - https://www.saa.gov.uk/dab-vjb/freedom-of-information/
<ul style="list-style-type: none"> ○ Charging schedule for published information 	See above.
<ul style="list-style-type: none"> ○ Contact details and advice about how to request information from us. 	Information can be found on the Website - https://www.saa.gov.uk/dab-vjb/freedom-of-information/ And at https://www.saa.gov.uk/dab-vjb/contactmanagement/
<ul style="list-style-type: none"> ○ Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004 	See below.
<ul style="list-style-type: none"> ○ Legal framework 	See Standing Orders on the website at - https://www.saa.gov.uk/dab-vjb/freedom-of-information/
<ul style="list-style-type: none"> ○ Governance structure and policies, decision-making arrangements, code of conduct etc. 	See Corporate Governance Statement on the website at – https://www.saa.gov.uk/dab-vjb/best-value/e/
<ul style="list-style-type: none"> ○ - Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers 	See staff information at – https://www.saa.gov.uk/dab-vjb/contactmanagement/ and Board member information at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/membership/
<ul style="list-style-type: none"> ○ Mission Statement 	See the website at – https://www.saa.gov.uk/dab-vjb/service-mission-vision/h-are-we/
<ul style="list-style-type: none"> ○ Corporate plan 	See Service Plan at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Service-

	Calendar-2017.18.xlsx
○ Corporate planning strategy eg for economic development	N/A
○ Corporate policies eg health and safety, equality, sustainability	See Policies section on the website at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/policies/
○ Strategic planning processes	See Corporate Governance Statement at – https://www.saa.gov.uk/dab-vjb/best-value/ and Service Plan at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Service-Calendar-2017.18.xlsx
○ Accountability relationships, including reports to regulators	See Boards papers at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/meetings-and-minutes/
○ Internal and external audit arrangements	See Board papers at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/meetings-and-minutes/
○ Subsidiary companies and other significant financial interests	N/A
○ Strategic agreement with other bodies	Support services are provided by the lead Authority, West Dunbartonshire Council. Board Polices are generally aligned with those of WDC Also see Annual Report at - https://www.saa.gov.uk/dab-vjb/best-value/annual-report-financial-statement/ 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 – http://www.saa.gov.uk/aboutsaa.html

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	Information can be found at - http://www.saa.gov.uk/introduction.html http://www.saa.gov.uk/counciltax.html http://www.saa.gov.uk/valroll.html http://www.saa.gov.uk/electoralreg.html
○ Statement of public task (Applicable to DABVJB only)	https://www.saa.gov.uk/dab-vjb/download/1420/
○ Strategies, policies and internal staff procedures for performing statutory functions	Information can be found at - http://www.saa.gov.uk/introduction.html http://www.saa.gov.uk/counciltax.html http://www.saa.gov.uk/valroll.html http://www.saa.gov.uk/electoralreg.html Valuation Roll valuation guidance notes are at –

	https://www.saa.gov.uk/non-domestic-valuation/2017-practice-notes/
○ How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve	For details of circumstance when a proposal can be made against a Council Tax band see – http://www.saa.gov.uk/proposals.html For details of how to make an appeal for a Valuation Roll subject see – http://www.saa.gov.uk/valuationappeals.html
○ How to report a concern to the authority	See Complaints section of the website at – https://www.saa.gov.uk/dab-vjb/complaints/
○ Reports of the authority's exercise of its statutory functions	See the website at – https://www.saa.gov.uk/dab-vjb/best-value/annual-report-financial-statement/ And https://www.saa.gov.uk/dab-vjb/best-value/public-performance-reports/
○ Statutory registers (NB not if inspection-only).	See Valuation Rolls and Council Tax information above and at - http://www.saa.gov.uk
○ Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc	N/A
○ List of services, including statutory basis for them, where applicable.	Information can be found at - http://www.saa.gov.uk/introduction.html http://www.saa.gov.uk/counciltax.html http://www.saa.gov.uk/valroll.html http://www.saa.gov.uk/electoralreg.html
○ Service policies and internal staff procedures, including allocation, quality and standards.	See Service Plan at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Service-Calendar-2017.18.xlsx Formal guidance on methods of valuation can be found at – https://www.saa.gov.uk/non-domestic-valuation/2017-practice-notes/
○ Service schedules and delivery plans	See Service Calendar at https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Service-Calendar-2017.18.xlsx
○ Information for service users, including how to access the services	See the website at – https://www.saa.gov.uk/dab-vjb/contactmanagement/

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

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

The information we publish under this class	How to access it
○ Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	See Board Reports at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/meetings-and-minutes/
○ Public consultation and engagement strategies	N/A
○ Reports of regulatory inspections, audits and investigations carried out by the authority	N/A

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
<ul style="list-style-type: none"> ○ Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements. 	See Board Reports at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/meetings-and-minutes/ and the Financial Regulations at – https://www.saa.gov.uk/dab-vjb/freedom-of-information/ https://www.saa.gov.uk/dab-vjb/freedom-of-information/
<ul style="list-style-type: none"> ○ 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
<ul style="list-style-type: none"> ○ Financial policies and procedures for budget allocation 	Guidance can be found in Board papers at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/meetings-and-minutes/
<ul style="list-style-type: none"> ○ Budget allocation to key policy / function / service areas 	Guidance can be found in Board papers at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/meetings-and-minutes/
<ul style="list-style-type: none"> ○ Purchasing plans and capital funding plans. 	Guidance can be found in Board papers at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/meetings-and-minutes/
<ul style="list-style-type: none"> ○ Financial administration manual / internal financial regulations 	See Financial Regulations at - https://www.saa.gov.uk/dab-vjb/freedom-of-information/ Standing Orders at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Standing-Orders-as-Amended-at-Board-Feb-2017-1.pdf and Ordering and Invoicing Procedures at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Ordering-Procedures-v4-0-approved-August-2017.pdf and the Prevention of Fraud and Corruption Policy at – https://www.saa.gov.uk/dab-vjb/download/1377/
<ul style="list-style-type: none"> ○ Expenses policies and procedures 	For details of Mileage and subsistence payments see the website at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Subsistence-Allowances-January-1997.pdf https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Mileage-Payments-June-1999.pdf and Driving at Work Policy at - https://www.saa.gov.uk/dab-vjb/download/1792/
<ul style="list-style-type: none"> ○ Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation 	See the website at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Senior-Officer-Expenses-2014.15-2015.16-2016.17.pdf
<ul style="list-style-type: none"> ○ Board member remuneration other than expenses. 	N/A

<ul style="list-style-type: none"> ○ Pay and grading structure (levels of pay rather than individual salaries) 	<p>See the website at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Single-Status-Collective-Agreement-Final-Version.pdf and https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Pay-Grades-SJC-2017-Salaries-Agreement.pdf</p>
<ul style="list-style-type: none"> ○ Investments, summary information about endowments, investments and authority ○ pension fund 	<p>See Annual Report for Pension Fund Information at – https://www.saa.gov.uk/dab-vjb/best-value/annual-report-financial-statement/</p>
<ul style="list-style-type: none"> ○ 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 Dunbartonshire and Argyll & Bute Valuation Joint Board and the Assessor for Dunbartonshire and Argyll & Bute Valuation Joint Board

The information we publish under this class	How to access it
<ul style="list-style-type: none"> ○ Strategy and management of human resources 	Support services are provided by the lead Authority, West Dunbartonshire Council. Board Policies are generally aligned with those of WDC.
<ul style="list-style-type: none"> ○ Staffing structure. 	<p>See the website at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/STAFFING-STRUCTURE-AS-AT-October-17-draft.xls</p>
<ul style="list-style-type: none"> ○ Human resources policies, procedures and guidelines, including e.g., recruitment, ○ performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records. 	<p>See Policies at – https://www.saa.gov.uk/dab-vjb/valuation-joint-board-section/policies/</p>
<ul style="list-style-type: none"> ○ Employee relations structures and agreements reached with recognised trade unions and professional organisations 	<p>See Pay Modernisation/Single status agreement at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Single-Status-Collective-Agreement-Final-Version.pdf</p>
<ul style="list-style-type: none"> ○ - Management of the authority's land and property assets, including environmental / ○ sustainability reports. 	N/A
<ul style="list-style-type: none"> ○ Description of the authority's land and property holdings 	N/A
<ul style="list-style-type: none"> ○ Estate development plans. 	N/A
<ul style="list-style-type: none"> ○ Maintenance arrangements 	N/A
<ul style="list-style-type: none"> ○ - Records management policy, including records retention schedule 	<p>See Retention of Documents Policy and appendix at – https://www.saa.gov.uk/dab-vjb/public-records-act/</p>
<ul style="list-style-type: none"> ○ Information governance / asset management policies and procedures 	N/A
<ul style="list-style-type: none"> ○ Knowledge management policies and 	N/A

procedures	
○ List of statistical information published by the authority.	See Performance Reports in Annual Report at – https://www.saa.gov.uk/dab-vjb/best-value/annual-report-financial-statement/ and Public Performance Reports at – https://www.saa.gov.uk/dab-vjb/best-value/public-performance-reports/
○ Freedom of information policies and procedures	See the website at – https://www.saa.gov.uk/dab-vjb/freedom-of-information/
○ Data Protection or Privacy policy	See the website at - https://www.saa.gov.uk/dab-vjb/download/1755/

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 website for Financial Regulations at – https://www.saa.gov.uk/dab-vjb/freedom-of-information/ Standing Orders at- https://www.saa.gov.uk/dab-vjb/freedom-of-information/ and Procurement policy at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Procurement-Policy-Board-Approved-Feb-2017.pdf and Ordering, certificating of goods and services procedures at https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Ordering-Procedures-v4-0-approved-August-2017.pdf
○ Invitations to tender.	https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Procurement-Policy-Board-Approved-Feb-2017.pdf https://www.publiccontractsscotland.gov.uk/
○ Register of Contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value	See Board papers at – https://www.saa.gov.uk/dab-vjb/wp-content/uploads/sites/5/dlm_uploads/2017/10/Published-Contracts-Register-July-2017.pdf

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
<ul style="list-style-type: none">External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	See the website at – https://www.saa.gov.uk/dab-vjb/best-value/annual-report-financial-statement/ and https://www.saa.gov.uk/dab-vjb/best-value/public-performance-reports/
<ul style="list-style-type: none">Performance indicators and performance against them	See the website at – https://www.saa.gov.uk/dab-vjb/best-value/public-performance-reports/
<ul style="list-style-type: none">Mainstreaming Equality Reports produced under the Equality Act 2010 (specific duties) (Scotland) Regulations 2012	See the Website at - https://www.saa.gov.uk/dab-vjb/equalities/
<ul style="list-style-type: none">Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific duties) (Scotland) Regulations 2012	See the Website at - https://www.saa.gov.uk/dab-vjb/equalities/

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
<ul style="list-style-type: none">None	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

The information we publish under this class	How to access it
<ul style="list-style-type: none">Council Tax Bands per Local Authority areaNumber and total value of Valuation Roll subjects per Local Authority areaNumber and total value of Valuation Roll subjects per Local Authority are by Property Classification	https://www.saa.gov.uk/general-statistics/

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 -

CAMPBELTOWN OFFICE	CLYDEBANK OFFICE
Depute Assessor & Electoral Registration Officer	Assessor & Electoral Registration Officer
Dunbartonshire and Argyll & Bute Valuation Joint Board	Dunbartonshire and Argyll & Bute Valuation Joint Board
Kilbrannan House	235 Dumbarton Road
Bolgam Street	Clydebank
Campbeltown	Glasgow
Argyll PA28 6QP	G81 4 XJ
Tel: 01586 555313	Tel: 0141 562 1200
Fax: 01586 552883	Fax: 0141 562 1220/1255
E-mail: foi@dab-vjb.gov.uk	E-mail: foi@dab-vjb.gov.uk

Alternatively, an information request form is available from our website www.saa.gov.uk/dab-vjb/freedom-of-information/foi-request/

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 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 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.

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 the Dunbartonshire and Argyll & Bute Assessor who reserves the right to charge £10 for requests for an individual's own personal data.