

# DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Valuation Joint Board – 14<sup>th</sup> June 2013

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## **Subject: Freedom of Information**

### **1.0 Purpose**

- 1.1 To update members of the Joint Board on the ongoing requirements of the Freedom of Information (Scotland) Act 2002 on the Valuation Joint Board (Board) and the Assessor.
- 1.2 To seek Joint Board approval of the new Model Publication Scheme, which has been produced and approved by the Scottish Information Commissioner. It is approved until 31 May 2017.

### **2.0 Background**

2.1 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
- inform the public how to access the information and whether information is available free of charge or on payment.

2.2 The 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.

### **3.0 Consultation**

After extensive consultation with Information Commissioner's office and following consideration of the requirements by the Scottish Assessors Association, a Guide to Information has been drafted and is attached for Board members' consideration.

### **4.0 Recommendations**

It is recommended that the Board approves the attached Guide and Model Publication Scheme

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