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### Guide to information available through the Model Publication Scheme

Assessor & Electoral Registration Officer

for Dumfries and Galloway Council Publication Scheme

Produced as required by the Freedom of Information (Scotland) Act 2002

**ASSESSOR & ELECTORAL REGISTRATION OFFICER FOR DUMFRIES AND GALLOWAY COUNCIL**

**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.

The Assessor & Electoral Registration Officer for Dumfries and Galloway Council has adopted the Model Publication Scheme (MPS) produced and approved by the Scottish Information Commissioner in May 2017.

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

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

**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 and re-use**

Where the Assessor & Electoral Registration Officer for Dumfries and Galloway Council 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 the Assessor & Electoral Registration Officer for Dumfries and Galloway Council does not hold the copyright in information we publish, we will make this clear. Requests for published information to be re-used will be considered on a case by case basis in line with the Re-Use of Public Sector Information Regulations 2015.

**Charges**

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

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to registers.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

**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).

Information provided on CD-Rom/DVD will be charged at £1.00 per disc.

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

Fixed Charge Publications

There are a small number of pre-printed publications for which the Assessor & Electoral Registration Officer for Dumfries & Galloway Council 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](http://www.saa.gov.uk/) ) 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 068400

e-mail: datacustodian@saa.gov.uk

The Valuation Roll can be viewed free of charge at our office and main Libraries.

Cost £100

Costs in paper format

Printed Copies £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/) ) 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 068400

e-mail: datacustodian@saa.gov.uk

The Council Tax List can be viewed free of charge at our office, some Local Council Offices and main Libraries.

Cost £100

Costs in paper format

Printed copies £75 Per Local Authority Area

Street Index

Complete Dumfries & Galloway Council Area - £30

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 us at:

Assessor & Electoral Registration Officer

Dumfries & Galloway Council

Militia House

English Street

Dumfries

DG1 2HR

Tel.: 01387 260627

[assessor@dumgal.gov.uk](mailto:assessor@dumgal.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 and an electronic copy of the Open Register can be inspected at the Assessor & Electoral Registration Officers Office at Militia House, English Street, Dumfries, DG1 2HR

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 1,000 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:

Assessor & Electoral Registration Officer

Dumfries & Galloway Council

Militia House

English Street

Dumfries

DG1 2HR

Tel: 01387 260627

Email: assessor@dumgal.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, the Assessor & Electoral Registration Officer for Dumfries & Galloway Council undertakes to notify the Commissioner if their legal status changes.

**Terms used**

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| 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 - a standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner |
| 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 |
| Portal Data Custodian | Administrator of data published on the Scottish Assessors Association website |

**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 the Assessor & Electoral Registration Officer for Dumfries & Galloway Council**

Information about the Assessor & Electoral Registration Officer for Dumfries and Galloway Council, who we are, where to find us, how to contact us, how we are managed and our external relations.

* **Class 2: How we deliver our functions and services**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

* **Class 3: How we take decisions and what we have decided**

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

* **Class 4: What we spend and how we spend it**

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).

* **Class 5: How we manage our human, physical and information resources**

Information about how we manage the human, physical and information resources of Dumfries and Galloway Council.

* **Class 6: How we procure goods and services from external providers**

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

* **Class 7: How we are performing**

Information about how we perform as an organisation, and how well we deliver our functions and services.

* **Class 8: Our Commercial Publications**

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.

* **Class 9: Our open data**

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

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| **Class 1: About the Assessor & ERO for Dumfries and Galloway Council** | |
| Class description: Information about Dumfries and Galloway Council, 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** |
| Address and contact details | Contact Us  <https://www.saa.gov.uk/dumgal/contact-assessor-ero-dumfries-galloway/> |
| The Assessor and his Management Team | <https://www.saa.gov.uk/dumgal/assessor-ero-management-team/> |
| Organisational structure, roles and responsibilities of senior officers. | Council Departments  <http://connect.dgcouncil.net/index.aspx?articleid=398> |
| Business opening hours. | <https://www.saa.gov.uk/dumgal/contact-assessor-ero-dumfries-galloway/> |
| Contact details for customer care and complaints functions. | Making a complaint  <http://www.dumgal.gov.uk/complaints>  Customer Service Centres  <http://www.dumgal.gov.uk/article/15371/Customer-Service-Centres> |
| Customer codes or charters. | Service standards for Development Management  <http://www.dumgal.gov.uk/article/15340/Service-standards> |
| Single Model Publication Scheme 2013 and the Authority’s Guide to Information. | Assessor & ERO for Dumfries and Galloway Council Publication Scheme  <https://www.saa.gov.uk/> |
| Charging schedule for published information. | <https://www.saa.gov.uk/> |
| Contact details and advice about how to request information from the authority. | <https://www.saa.gov.uk/dumgal/contact-assessor-ero-dumfries-galloway/>  Customer Service Centres  <http://www.dumgal.gov.uk/article/15371/Customer-Service-Centres>  Making a complaint  <http://www.dumgal.gov.uk/complaints>  Complaints procedure <http://www.dumgal.gov.uk/article/15382/Complaints-procedure>  Freedom of Information  <http://www.dumgal.gov.uk/article/15130/Freedom-of-Information>  Access to Information  <http://www.dumgal.gov.uk/article/15128/Access-to-information> |
| Charging schedule for  environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004. | Requests for environmental information  <http://www.dumgal.gov.uk/article/15131/Requests-for-environmental-information> |
| **Constitution**  Legal framework for the authority, including constitution, articles of association or charter. | Council procedures and regulations  <http://www.dumgal.gov.uk/article/15607/Council-procedures-and-regulations>  External Links to Legislation:  Local Government (Scotland) Act 1973  <http://www.legislation.gov.uk/ukpga/1973/65/contents>  Local Government (Scotland) Act 1994  <http://www.legislation.gov.uk/ukpga/1994/39/contents> |
| **How the authority is run** Description of governance structure, Board, committees and other decision making structures. | Council procedures and regulations  <http://www.dumgal.gov.uk/article/15607/Council-procedures-and-regulations>  External Links to Legislation:  Local Government (Scotland) Act 1973  <http://www.legislation.gov.uk/ukpga/1973/65/contents>  Local Government (Scotland) Act 1994  <http://www.legislation.gov.uk/ukpga/1994/39/contents> |
| 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. | Council Departments <http://www.dumgal.gov.uk/article/15633/Council-departments>  Councillor Surgeries  <http://www.dumgal.gov.uk/article/15142/Councillor-surgeries> |
| Governance policies, including standing orders, code of conduct and register of interests. | Council procedures and regulations  <http://www.dumgal.gov.uk/article/15607/Council-procedures-and-regulations>  Register of Interests  <http://egenda.dumgal.gov.uk/aksdumgal/users/public/admin/kab110.pl>  Elections and Voting  <http://www.dumgal.gov.uk/elections>  Registering to Vote  <http://www.dumgal.gov.uk/elections>  Polling Places  <http://www.dumgal.gov.uk/article/15148/Polling-places>  How to vote  <http://www.dumgal.gov.uk/article/15147/How-to-vote>  Election results  <http://www.dumgal.gov.uk/article/15794/Election-results> |
| **Corporate planning**  Council Priorities and Commitments. | Council Priorities  <http://www.dumgal.gov.uk/article/15608/Council-priorities> |
| Local Outcomes Improvement Plan. | Single Outcome Agreement <http://www.dumgal.gov.uk/commplan/index.aspx?articleid=10748> |
| Business Plans  and Performance Reports. | Business plans and performance reports  <http://www.dumgal.gov.uk/article/15609/Business-plans-and-performance-reports> |
| Corporate Policies. | Council Contracts and Tender Opportunities  <http://www.dumgal.gov.uk/article/15191/Council-contracts-and-tender-opportunities>  Equality and Diversity  <http://www.dumgal.gov.uk/article/15138/Equality-and-diversity>  FOI Policy  <http://www.dumgal.gov.uk/article/15130/Freedom-of-Information> |
| Strategic Planning Processes. | Local Development Plan  <http://www.dumgal.gov.uk/ldp> |
| **External relations**  Accountability relationships, including reports to regulators. | Scottish Assessors Association  <https://www.saa.gov.uk/about-the-saa/>  Making a complaint  <http://www.dumgal.gov.uk/complaints>  Links to external websites:  Scottish Information Commissioner  <http://www.itspublicknowledge.info>  UK Information Commissioner’s Office  <http://www.ico.org.uk>  Audit Scotland  <http://www.audit-scotland.gov.uk>  Scottish Public Services Ombudsman  <http://www.spso.org.uk>  Care Inspectorate  <http://www.careinspectorate.com>  Education Scotland  <https://education.gov.scot>  COSLA  <http://www.cosla.gov.uk> |
| Internal and External Audit arrangements. | Council procedures and regulations  <http://www.dumgal.gov.uk/article/15607/Council-procedures-and-regulations>  Financial regulations and codes  <http://www.dumgal.gov.uk/article/15139/Financial-regulations-and-codes>  Internal Audit Reports  This information is available on request.  Annual Accounts (includes External Auditor’s Report)  <http://www.dumgal.gov.uk/article/15137/Annual-accounts> |
| Strategic agreements with other bodies. | Local Outcomes Improvement Plan  <http://www.dumgal.gov.uk/commplan/index.aspx?articleid=10748>  Community Planning - Governance, Operating and Financial Framework  <http://www.dumgal.gov.uk/communityplanning/CHttpHandler.ashx?id=9027&p=0> |

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| **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** |
| **Functions**  Description of functions, including statutory basis for them, where applicable. | Our functions and services  <https://www.saa.gov.uk/about-the-saa/>  Valuation Roll  <https://www.saa.gov.uk/non-domestic-valuation/>  Council Tax  <https://www.saa.gov.uk/council-tax/>  Electoral Registration  <https://www.saa.gov.uk/electoral-registration/>  Elections and Voting  <http://www.dumgal.gov.uk/elections> |
| Strategies, policies and internal staff procedures for performing statutory functions. | This information is available on request. |
| How to report a concern to the authority. | Making a complaint  <http://www.dumgal.gov.uk/complaints> |
| **Services**  List of services, including statutory basis for them, where applicable. | Council Departments  <http://www.dumgal.gov.uk/article/15633/Council-departments>  A to Z Directory of Services  <http://www.dumgal.gov.uk/article/15083/A-to-Z> |

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| **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** |
| **Decision making**  Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings. | Council Meetings and Minutes  <http://www.dumgal.gov.uk/article/15143/Committee-meetings> |
| Public consultation and engagement strategies. | Have your say  <http://www.dumgal.gov.uk/consultations> |
| Reports of regulatory inspections, audits and investigations carried out by the authority. | Internal Audit reports and actions plans are reported regularly to the Audit and Risk Management Committee.  Council Meetings and Minutes  <http://www.dumgal.gov.uk/article/15143/Committee-meetings> |
| Environmental Impact Assessment Reports. | Environmental, habitat and equality assessments  <http://www.dumgal.gov.uk/article/15344/Environmental-habitat-and-equality-assessments> |

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| **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** |
| Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements. | Annual Accounts  <http://www.dumgal.gov.uk/article/15137/Annual-accounts> |
| Financial statements required by statute e.g. sections 31 and 33 of the Public Service Reform Scotland Act 2010, if applicable to the authority. | Financial Regulations and Codes  <http://www.dumgal.gov.uk/article/15139/Financial-regulations-and-codes> |
| Financial policies and procedures for budget allocation. | Financial Regulations and Codes  <http://www.dumgal.gov.uk/article/15139/Financial-regulations-and-codes> |
| Budget allocation to key policy / function / service areas. | Council Budget  <http://www.dumgal.gov.uk/budget> |
| Purchasing plans and capital funding plans. | Annual Accounts  <http://www.dumgal.gov.uk/article/15137/Annual-accounts> |
| Financial administration manual / internal financial regulations. | Financial Regulations and Codes  <http://www.dumgal.gov.uk/article/15139/Financial-regulations-and-codes> |
| Expenses policies and procedures. | **Scheme for Administration of Member Remuneration, Expenses and Travelling**  <http://www.dumgal.gov.uk/article/15607/Council-procedures-and-regulations>  **Scheme for the Administration of Non-Elected Members' Expenses**  <http://www.dumgal.gov.uk/article/15607/Council-procedures-and-regulations> |
| Senior staff/Member expenses at category level e.g. travel, subsistence and accommodation. | Payments to councillors  <http://www.dumgal.gov.uk/article/15144/Payments-to-councillors> |
| Senior staff remuneration. | Annual Accounts (inc CMT remuneration)  <http://www.dumgal.gov.uk/article/15137/Annual-accounts> |
| Investments, summary information about endowments, investments and authority pension fund. | Annual Accounts  <http://www.dumgal.gov.uk/article/15137/Annual-accounts> |
| Funding awards available from the authority, how to apply for them and funding awards made by the authority. | Community Grants and Funding  <http://www.dumgal.gov.uk/grants>  School Clothing Grants  <http://www.dumgal.gov.uk/article/15246/School-clothing-grants> |

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| **Class 5: How we manage our human, physical and information resources** | |
| Class description: Information about how we manage the human, physical and information resources of the Assessor & ERO for Dumfries and Galloway Council. | |
| **The information we publish under this class** | **How to access it** |
| **Human resources**  Staffing structure. | Council Departments  <http://www.dumgal.gov.uk/article/15633/Council-departments> |
| Human Resources policies, procedures and guidelines including e.g. recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records. | Staffing related policies and procedures are available on request. |
| Employee relations structures and agreements reached with recognised trade unions and professional organisations. | This information is available on request. |
| **Physical resources**  Management of the authority’s land and property assets. | Council Property for Sale or Let  <http://www.dumgal.gov.uk/property> |
| **Information resources**  Records management policy, including records retention schedule. | The Records Management Plan to comply with the Public Records (Scotland) Act 2011 has been approved and is available on request. |
| Information governance/asset management policies and procedures. | Data Protection  <http://www.dumgal.gov.uk/article/15129/Data-protection>  Fair Processing Statement  <http://www.dumgal.gov.uk/article/16167/Fair-processing-statement> |
| Freedom of Information - policies and procedures. | Freedom of Information - policies and procedures  <http://www.dumgal.gov.uk/article/15130/Freedom-of-Information> |

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| **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. | Council Contracts and Tender Opportunities <http://www.dumgal.gov.uk/article/15191/Council-contracts-and-tender-opportunities>  Procurement Standing Orders  <http://www.dumgal.gov.uk/article/15191/Council-contracts-and-tender-opportunities> |
| List of contracts which have gone through formal tendering, including name of supplier, period of contract and value. | Council Contracts and Tender Opportunities  <http://www.dumgal.gov.uk/article/15191/Council-contracts-and-tender-opportunities>  Contracts register  <http://www.dumgal.gov.uk/article/15191/Council-contracts-and-tender-opportunities>  or  <https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA00219> |

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| **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. | Annual Accounts  <http://www.dumgal.gov.uk/article/15137/Annual-accounts>  Local Government Benchmarking Framework  <http://www.dumgal.gov.uk/article/15140/Local-Government-Benchmarking-Framework>  Business Plans and performance reports  <http://www.dumgal.gov.uk/article/15609/Business-plans-and-performance-reports>  Equalities Mainstreaming Report  <http://www.dumgal.gov.uk/article/15138/Equality-and-diversity> |
| Performance indicators and performance against them. | Council Performance  <http://www.dumgal.gov.uk/performance> |

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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. | |
| **The information we publish under this class** | **How to access it** |
| The Assessor & Electoral Registration Officer for Dumfries and Galloway does not hold or publish information under this class. | |

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| **Class 9: Our open data** | |
| Class description: Open data made available by the authority as described by the Scottish Government’s Open Data Resource Pack and available under an open licence. | |
| **The information we publish under this class** | **How to access it** |
| The Assessor & Electoral Registration Officer for Dumfries and Galloway Council does not hold or publish information under this class. | |