

# ASSESSOR FOR FIFE COUNCIL

## FREEDOM OF INFORMATION

### Guide to Information Available Through The Scottish Information Commissioner's 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>	Divisional Assessor (West)
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<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	31 OCTOBER 2017
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3	PUBLICATION SCHEME REVIEWED	25 <sup>TH</sup> APRIL 2020
4	PUBLICATION SCHEME ANNUAL REVIEW	21 <sup>ST</sup> APRIL 2021
5	PUBLICATION SCHEME REVIEW - AMENDMENT TO SAA DATA CUSTODIAN CONTACT DETAILS AND INSERTION OF REFERENCE TO DRAFT VALUATION ROLL	21 <sup>ST</sup> APRIL 2022
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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 local Valuation Authority
Valuation Roll	List of non-domestic properties for Fife Council valuation area with appropriate Rateable Valuations as a basis for rates bills
Council Tax Valuation List	List of domestic properties within Fife Council valuation area with appropriate Bands
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 Assessor for Fife Council
Portal Data Custodian	Administrator of data published on the Scottish Assessors' Association website

## ASSESSOR FOR FIFE COUNCIL

### **GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2018**

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 for Fife Council has adopted the **Model Publication Scheme 2018** 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.

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 the Scottish Assessors' Association 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 the Assessor for Fife 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 for Fife Council 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 Regulations 2015.

## **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 the Scottish Assessors' Association website or where it can be sent to you electronically by email. 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).

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 Fife Council makes a charge. These documents include the Valuation Roll and Council Tax Valuation List.

The costs for these documents are detailed below:

### **Valuation Roll (including Draft Valuation Roll)**

#### **Definition**

“List of non-domestic properties for Fife Council 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 Ayrshire Valuation Joint Board  
Wellington Square  
Ayr  
KA7 1HL

Tel: 01292 612221

e-mail: [datacustodian@saa.gov.uk](mailto:datacustodian@saa.gov.uk)

Cost £50

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

Cost in Paper format  
£60

### **Council Tax Valuation List**

#### Definition

“List of domestic properties within Fife Council 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 Ayrshire Valuation Joint Board  
Wellington Square  
Ayr  
KA7 1HL

Tel: 01292 612221

e-mail: [datacustodian@saa.gov.uk](mailto:datacustodian@saa.gov.uk)

Cost £50

The Council Tax List can be viewed free of charge at our office.

Cost in Paper format  
£75

Extract Certificates from the Council Tax Valuation 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:

PO BOX 18092  
Fife Council  
Fife House  
North Street  
GLENROTHES  
KY7 9EL

Tel: 03451 555533

Email: [fife.assessor@fife.gov.uk](mailto:fife.assessor@fife.gov.uk)



## **Contact Us**

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

Assessor Service  
PO BOX 18092  
Fife Council  
Fife House  
North Street  
GLENROTHES  
KY7 9EL

Tel: 03451 555533

Email: [fife.assessor@fife.gov.uk](mailto:fife.assessor@fife.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 undertakes to notify the Commissioner if our 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 Assessor for Fife Council
- 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**

The Assessor for Fife Council is required to publish the information held which falls within the classes of the Model Publication Scheme. If we do not hold information within a class, this is indicated under the class description below.

## CLASS 1: ABOUT ASSESSOR FOR FIFE COUNCIL

### Class Description:

Information about the Assessor for Fife 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
About the Assessor	<a href="http://www.saa.gov.uk/fife/">www.saa.gov.uk/fife/</a>
Addresses and Contact Details	<a href="http://www.saa.gov.uk/fife/">www.saa.gov.uk/fife/</a>
Business Opening Hours	<a href="http://www.saa.gov.uk/fife/">www.saa.gov.uk/fife/</a>
Copyright Statement	page 5 of this document
FOI Publication Scheme and Guide to Information	<a href="http://www.saa.gov.uk/fife/freedom-of-information/">www.saa.gov.uk/fife/freedom-of-information/</a>
Scottish Assessors' Association	<a href="http://www.saa.gov.uk/about-the-saa/">www.saa.gov.uk/about-the-saa/</a>
Service Plan	<a href="http://www.saa.gov.uk/fife/governance/">www.saa.gov.uk/fife/governance/</a>
Structure	<a href="http://www.saa.gov.uk/fife/">www.saa.gov.uk/fife/</a>
Pay and grading structure	We are subject to Fife Council's pay and grading structure arrangements. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</a>
Legal framework	<a href="http://www.saa.gov.uk/about-the-saa/">www.saa.gov.uk/about-the-saa/</a>
Governance structure and policies, decision-making arrangements, code of conduct etc.	We operate Fife Council's governance and decision-making arrangements which can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</a>
Corporate planning strategy and policies – health and safety, equalities, sustainability etc.	We operate under Fife Council's broad corporate policy framework. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</a>
External relations - Internal and external audit arrangements etc.	We are subject to Fife Council's audit arrangements. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</a>
Contact details for customer care and complaints functions	We operate under Fife Council's Complaints Handling Procedure which can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</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
Council Tax Valuation List	<a href="http://www.saa.gov.uk">www.saa.gov.uk</a> , <a href="http://www.saa.gov.uk/the-assessor/">www.saa.gov.uk/the-assessor/</a> <a href="http://www.saa.gov.uk/about-the-saa/">www.saa.gov.uk/about-the-saa/</a> <a href="http://www.saa.gov.uk/council-tax/">www.saa.gov.uk/council-tax/</a>
Valuation Roll	<a href="http://www.saa.gov.uk">www.saa.gov.uk</a> <a href="http://www.saa.gov.uk/the-assessor/">www.saa.gov.uk/the-assessor/</a> <a href="http://www.saa.gov.uk/about-the-saa/">www.saa.gov.uk/about-the-saa/</a> <a href="http://www.saa.gov.uk/non-domestic-valuation">www.saa.gov.uk/non-domestic-valuation</a> <a href="http://www.saa.gov.uk/non-domestic-valuation/the-valuation-roll/">www.saa.gov.uk/non-domestic-valuation/the-valuation-roll/</a>
Revaluation Guidance Notes	<a href="http://www.saa.gov.uk/non-domestic-valuation">www.saa.gov.uk/non-domestic-valuation</a>
Valuation Practice Notes	<a href="http://www.saa.gov.uk/non-domestic-valuation">www.saa.gov.uk/non-domestic-valuation</a>
Valuation Local Instructions	<a href="http://www.saa.gov.uk/fife/valuation-roll/local-practice-notes">www.saa.gov.uk/fife/valuation-roll/local-practice-notes</a>
Valuation Appeal Procedures	<a href="http://www.saa.gov.uk/non-domestic-valuation/valuation-appeals">www.saa.gov.uk/non-domestic-valuation/valuation-appeals</a>
Valuation Appeal Committee Hearings	<a href="http://www.saa.gov.uk/fife/valuation-roll/proposed-vac-hearings/">www.saa.gov.uk/fife/valuation-roll/proposed-vac-hearings/</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.

The information we publish under this class	How to access it
Decision-making arrangements etc.	We are subject to Fife Council's decision making arrangements. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</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
Strategy for and management of financial resources	We are subject to Fife Council's Financial Regulations and reporting arrangements. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</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 the Assessor for Fife Council.

The information we publish under this class	How to access it
Human Resources, Employee Relations Policies and Procedures	We are subject to Fife Council's Human Resources policy guidelines. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</a>
Freedom of Information	<a href="http://www.saa.gov.uk/fife/freedom-of-information/">www.saa.gov.uk/fife/freedom-of-information/</a>
Records Management	<a href="http://www.saa.gov.uk/fife/freedom-of-information/">www.saa.gov.uk/fife/freedom-of-information/</a>
Information Governance and Knowledge Management Policies and Procedures	We are subject to Fife Council's information management policies. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</a>
Physical Resource Management	We are subject to Fife Council's physical resource management policies. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement Policies and Procedures, Invitations to Tender, List of Contracts which have gone through formal tendering	We are subject to Fife Council's procurement policies. Details can be found on the Council's website - <a href="http://www.fife.gov.uk/">www.fife.gov.uk/</a>

## CLASS 7: HOW WE ARE PERFORMING

### **Class Description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
Performance Indicators and Public Performance Report	<a href="http://www.saa.gov.uk/fife/our-performance/">www.saa.gov.uk/fife/our-performance/</a>

## 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>
NONE	

## CLASS 9: OUR OPEN DATA

### Class Description:

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

The information we publish under this class	How to access it
Valuation Roll Total Number of Subjects and Rateable Value	See the website at <a href="http://www.saa.gov.uk/general-statistics/">www.saa.gov.uk/general-statistics/</a>
Valuation Roll Total Number of Subjects by Property Classification Code	
Council Tax Valuation List Total Number of Properties by Tax Band	
Information on Updates to the Scottish Assessors Association Portal	
Statistical Details of Non-Domestic Revaluation Appeals	

## **HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME (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 Data Protection legislation 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:-

Nikki Conn  
PO BOX 18092  
Fife Council  
Fife House  
North Street  
GLENROTHES  
KY7 9EL

Tel: 03451 555533

Email: [fife.assessor@fife.gov.uk](mailto:fife.assessor@fife.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 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 to see your own personal information held by the Assessor for Fife Council and this is called a Subject Access Request. If you wish to make a Subject Access Request please use any of the contact details noted below:-

Nikki Conn  
PO BOX 18092  
Fife Council  
Fife House  
North Street  
GLENROTHES  
KY7 9EL

Tel: 03451 555533

Email: [fife.assessor@fife.gov.uk](mailto:fife.assessor@fife.gov.uk)