

GLASGOW CITY COUNCIL ASSESSOR & ELECTORAL REGISTRATION OFFICER

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

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 Glasgow City has adopted the **Model Publication Scheme as updated July 2017** produced by the [Scottish Information Commissioner](#).

You can see this scheme on the Glasgow page of the Scottish Assessors Association's website at <https://www.saa.gov.uk/glasgow/freedom-of-information> 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 if appropriate.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website www.saa.gov.uk/glasgow. 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 & Electoral Registration Officer for Glasgow City 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 Glasgow City does not hold the copyright in information we publish, we will make this clear.

Re-Use of Published Information

The Assessor & Electoral Registration Officer for Glasgow City 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 downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. 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 Glasgow 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) or 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

e-mail: atacustodian@saa.gov.uk

Costs: £50 per data extract, £60 in paper format.

The Valuation Roll can be viewed free of charge on our website and by appointment at our offices in Glasgow – see contact details at the end of this guide.

Council Tax Lists

Definition:

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

Availability:

Website (www.saa.gov.uk) or 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

e-mail: atacustodian@saa.gov.uk

Costs: £50 per data extract, £75 in paper format.

The Council Tax List can be viewed free of charge on our website and by appointment at our offices in Glasgow – see contact details at the end of this guide.

Extract Certificates

Council Tax List or Valuation Roll extract certificates 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 on 0141 287 1111 or e-mail at assessor@glasgow.gov.uk

Electoral Register (Open Register formerly Edited Register)

Definition:

“Open version of the Register of Electors. This version does not include the names of those electors who have 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 main Libraries or by appointment at the address below.

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 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 by letter, email, telephone or by appointment at the address below:

Glasgow City Assessor
PO Box 27111
GLASGOW
G4 7DP.

Tel: 0141 287 1111 (Council Tax and Valuation Roll enquiries)

Tel: 0141 287 4444 (Electoral Register enquiries)

Email: assessor@glasgow.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.

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 & ELECTORAL REGISTRATION OFFICER FOR GLASGOW CITY

Class description:

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

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
Contact Details & Organisational Structure	https://www.saa.gov.uk/glasgow/contact-us/
FOI Publication Scheme and Guide to Information	https://www.saa.gov.uk/glasgow/freedom-of-information/
Legal Framework	https://www.saa.gov.uk/the-assessor/
Customer Complaints	See Glasgow City Council's Complaints Handling Procedure at www.glasgow.gov.uk
Governance Policies	See Glasgow City Council's Governance arrangements at www.glasgow.gov.uk
Corporate Planning and Policies	See Glasgow City Council's broad corporate policy framework at www.glasgow.gov.uk
External Relations – Audit Arrangements	See Glasgow City Council's audit arrangements. at www.glasgow.gov.uk
External Relations – Scottish Assessors' Association	www.saa.gov.uk/about-the-saa/

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.

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
Our Functions and Services	www.saa.gov.uk/the-assessor www.saa.gov.uk/non-domestic-valuation www.saa.gov.uk/council-tax www.saa.gov.uk/electoral-registration

Valuation Practice Notes (and guidance) Scottish Assessors' Association	www.saa.gov.uk/non-domestic-valuation
Valuation Appeal Committee Hearings	www.saa.gov.uk/glasgow/glwvrappeallists
Valuation Appeal Procedures	www.saa.gov.uk/glasgow
Council Tax List	www.saa.gov.uk/glasgow
Valuation Roll	www.saa.gov.uk/glasgow

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

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
Decision-making arrangements etc.	We are subject to Glasgow City Council's decision making arrangements. Details can be found on the Council's website - www.glasgow.gov.uk

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).

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
Financial statements including annual accounts. Financial policies and procedures. Budget allocation. Purchasing plans. Expenses policy and procedures. Senior Staff expenses. Pay and grading structure.	We are subject to Glasgow City Council's Financial Regulations and reporting arrangements. Details can be found on the Council's website - www.glasgow.gov.uk

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

The information we publish under this class	How to access it
Strategy and management of human resources. Human resources policies, procedures and guidelines. Employee relations structures and agreements reached with trades unions and professional organisations.	We are subject to Glasgow City Council's Human Resources policy guidelines. Details can be found on the Council's website - www.glasgow.gov.uk

Physical Resource Management	We are subject to Glasgow City Council's physical resource management policies. Details can be found on the Council's website - www.glasgow.gov.uk
Record and Information Management	We are subject to Glasgow City Council's record and information management policies. Details can be found on the Council's website - www.glasgow.gov.uk

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

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
Procurement policies and procedures. Invitations to tender.	We are subject to Glasgow City Council's procurement policies. Details can be found on the Council's website - www.glasgow.gov.uk

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

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
Public performance reports. Performance indicators and performance against them.	We are subject to Glasgow City Council's performance reporting. Details can be found on the Council's website - www.glasgow.gov.uk

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.

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
We do not package any information or make it available for sale on a commercial basis	

CLASS 9: 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.

Please e-mail assessor@glasgow.gov.uk if you don't find what you are looking for or write to Glasgow City Assessor, PO Box 27111, GLASGOW, G4 7DP

The information we publish under this class	How to access it
Council Tax Bands per ward per Local Authority Area	www.saa.gov.uk/general-statistics
Number and total value of Valuation Roll subjects per Local Authority Area	www.saa.gov.uk/general-statistics