

ASSESSOR FOR SCOTTISH BORDERS COUNCIL

GUIDE TO INFORMATION AVAILABLE THROUGH THE SCOTTISH INFORMATION

COMMISSIONER'S MODEL PUBLICATION SCHEME 2017

Title	Guide to Information Available Through The Scottish Information Commissioner's Model Publication Scheme 2017
Who should use this	All Staff
Author	Assessor & ERO
Approved by Management Team	October 2017
Reviewer	Assessor & ERO
Review Date	October 2020

Review History

REVIEW NO.	DETAILS	RELEASE DATE
1	Updated Policy	OCTOBER 2017
2		
3		
4		
5		
6		
7		
8		
9		
10		

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
Portal Data Custodian	Administrator of data published on the Scottish Assessors Association website

ASSESSOR FOR SCOTTISH BORDERS COUNCIL

GUIDE TO INFORMATION AVAILABLE THROUGH THE SCOTTISH INFORMATION COMMISSIONER'S 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 for Scottish Borders Council has adopted the 2017 Model Publication Scheme produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at 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 online. 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 Scottish Borders 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 Scottish Borders 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. Therefore the statement below only applies to information held by the Assessor for Scottish Borders Council in pursuit of its public task.

The business of the Assessor falls into three main categories, Council Tax, Non-Domestic Rating & Electoral Registration, though, as above, Valuation Rolls, Council Tax Valuation Lists, Electoral Registers and their supporting data will not be covered.

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.

Unless otherwise stated, all information contained within our scheme is available from us free of charge where it can be viewed on a 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

Guide to Information – October 2017

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).

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 Scottish Borders 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 Roll

Definition

“A 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 SAA 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

- Cost in Electronic format: £50
- Cost in Paper format from us: £60

Council Tax List

Definition

“A list of domestic properties within the Valuation Area with appropriate Bands”

Availability

Website: www.saa.gov.uk

Guide to Information – October 2017

Electronic format from the SAA 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

- Cost in Electronic format: £50
- Cost in Paper format from us: £75

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 for Scottish Borders Council
Old School Building
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

Tel.: 01835 825100

assessor@scotborders.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;

Old School Building
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

Cost – prescribed by 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 for Scottish Borders Council
Old School Building
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA
Tel.: 01835 825100
Email: assessor@scotborders.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 2017, the Assessor for Scottish Borders Council undertakes to notify the Commissioner if his 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 the Assessor for Scottish Borders 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 Scottish Borders Council is required to publish the information it holds 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 THE ASSESSOR FOR SCOTTISH BORDERS COUNCIL

Class Description:

Information about the Assessor for Scottish Borders Council, who we are, where to find us, how to contact us, how we are managed and our external relations.

Please e-mail assessor@scotborders.gov.uk if you don't find what you are looking for or write to the Assessor, Scottish Borders Council, Old School Building, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

The information we publish under this class includes

[Assessor's Address & Contact Details](#)

[Assessor's Management Team](#)

[FOI Publication Scheme and Guide to Information](#)

[FOI Policy and Guidance Notes](#)

[Scottish Assessors' Association](#)

Please visit [our website](#) for more information we publish under this class.

Note; we operate under Scottish Borders Council in respect of the following;

- Complaints Procedures
- Governance structure and policies, decision making arrangements, code of conduct etc.
- Corporate Planning, Health & Safety, Equalities & Sustainability
- External relations – internal and external audit arrangements etc.

Please visit the [Council's website](#) for more information.

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

[Council Tax List](#)

[Valuation Roll](#)

[Electoral Registration](#)

[Scottish Assessors' Association Practice Notes \(valuation guidance notes\)](#)

[Non Domestic Valuation Appeal Committee Hearings](#)

[Council Tax Valuation Appeal Committee Hearings](#)

[Council Tax FAQs](#)

Please visit [our website](#) for more information we publish under this class.

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

N/A

Note; we operate under Scottish Borders Council's decision making arrangements.

Please visit the [Council's website](#) for more information.

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

N/A

Note; we operate under Scottish Borders Council's decision making arrangements.

Please visit the [Council's website](#) for more information.

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 Scottish Borders Council.

The information we publish under this class

[Data Protection Information](#)

Note; we operate under Scottish Borders Council's human, physical and information policies

Please visit the [Council's website](#) for more information.

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

NONE

Note; we operate under Scottish Borders Council's procurement policies

Please visit the [Council's website](#) for more information.

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

[Public Performance Report](#)

Note; we operate under Scottish Borders Council's Mainstream Equality Reporting

Please visit the [Council's website](#) for more information.

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

NONE

How to access it

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

[Number and total value of Valuation Roll subjects per Local Authority Area](#)

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 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:-

Assessor for Scottish Borders Council
Old School Building
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

Email: assessor@scotborders.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 your personal data from the Assessor for Scottish Borders Council who reserves the right to charge £10 for requests for an individual's own personal data.