



Renfrewshire  
Council

# **Renfrewshire Council**

## **Publication Scheme**

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## Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme. Authorities are under a legal obligation to:

- a. publish the classes of information that they make routinely available
- b. tell the public how to access the information they publish and whether information is available free of charge or on payment.

Renfrewshire Council has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner.

The Publication Scheme is split into the following six sections:

- ✓ Principle One: Availability and formats
- ✓ Principle Two: Exempt information
- ✓ Principle Three: Copyright and re-use
- ✓ Principle Four: Charges
- ✓ Principle Five: Contact details
- ✓ Principle Six: Duration

## Principle One: Availability and formats

Information published through this scheme is, wherever possible, available on the authority's website. We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information to you in paper copy on request (although there may be a charge for doing so).

## Principle Two: Exempt information

If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we may withhold the information or provide a redacted version for publication and will explain why we have done so.

## Principle Three: Copyright and re-use

Where Renfrewshire 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 Council does not hold the copyright in information we publish, we will make this clear.

## **Re-Use of Public Sector Information**

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to Renfrewshire Council to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2015 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please contact the Records Manager on 0141 618 5187.

Guidance on the RPSI regulations can also be found on the National Archives website at <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/>. We can provide you with a copy of this information if you do not have internet access.

## **Principle Four: Charges**

Unless otherwise specified in the classes of information, all information published through this scheme is available free of charge where it can be downloaded from our web site, 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.

### **Reproduction costs**

Where charges are applied, photocopied information will be charged at a standard rate of 11p 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.

### **Charges for information which is not available under the scheme**

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:

FOISA requests: There may be a charge for requests which involve a large amount of work. This is in accordance with the Fees Regulations under Section 9 of the Freedom of Information (Scotland) Act 2002. The regulations state that:

- The first £100 of costs are provided free of charge.

- For projected costs above £100, the council may issue a fees notice, in which we will charge up to 10% of the portion between £100 up to £600 (i.e. to a maximum of £50).
- Where projected costs include the cost of staff time in locating and retrieving the information, the cost of staff time must not exceed £15 per hour for each member of staff engaged on the task. This is a maximum rather than a standard rate to be applied in every case, particularly where staff costs prove to be lower.
- The prescribed maximum amount is £600. We may charge the full amount for a request which exceeds £600, but can refuse a request if the cost of answering it breaches this limit.

For example, Mr. D makes a request which it is estimated will cost £800 to comply with. The maximum charge of £250 for this request is calculated as follows:

- First £100- free
- £100 to £600- 10% of this portion, i.e. £50
- £600 to £800- recoup full amount, i.e. £200

Charges for environmental information:

### **Fees and charges**

The Council will calculate the fee for an environmental information request on the same basis as is laid down for Freedom of Information requests, i.e. actual staff time capped at a maximum of £15 per hour plus any costs associated with putting the information into a particular format, copying and postage costs. As with FOISA requests, the first £100 of costs are provided free of charge, and the Council may charge the full amount for a request which exceeds £600 or refuse it if the cost of compliance breaches this limit. Copies are charged at a rate of 11p per copy (this cost is reviewed from time to time at the discretion of the Council). Where a fee is charged, payment must be made in advance of providing the information. The applicant gets written notice of this and thereafter, has 60 working days to pay. The response timescale is suspended during this time. The council must publish a schedule of charges and information on the circumstances in which a fee may be charged, waived or has to be paid in advance.

Councils cannot charge for allowing access to registers of environmental information, or for allowing an applicant to examine information at council offices (as opposed to being given a copy of it).

## **Principle Five: Contact details**

You can contact us for assistance with any aspect of this scheme, Guide to Information and to ask for copies of the authority's published information.

Records Manager  
Renfrewshire Council  
First Floor  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1TR

Our e-mail address is: [foi@renfrewshire.gov.uk](mailto:foi@renfrewshire.gov.uk)

Telephone: 0141 618 5187

We will also provide reasonable advice and assistance to anyone who wants to request information which is not published.

## **Principle Six: Duration**

Once published, the information will be available for at least the current and previous two financial years. Where information has been updated or superseded, only the current version might be available but previous versions may be requested from the authority.

We regularly and routinely update our publication scheme. The last reviewed date of this publication scheme is January 2019.

# The Classes of Information

## CLASS 1: ABOUT RENFREWSHIRE COUNCIL

### Location

Renfrewshire Council is a unitary local authority delivering services to approximately 176,000 people in west central Scotland. Geographically, Renfrewshire covers around 270 square kilometres, and it sits to the south west of Glasgow, bounded on the North by the River Clyde, on the West by Inverclyde, by Ayrshire on the South, and by Glasgow and East Renfrewshire on the East. We serve the towns of Paisley, Johnstone, Renfrew, and Erskine along with a number of other communities within the surrounding area.

The Council can be contacted by telephone at:

0300 300 0300

Our postal address is:

Renfrewshire Council  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1UJ

Our e-mail address is: [customerservices.contact@renfrewshire.gov.uk](mailto:customerservices.contact@renfrewshire.gov.uk)

The Council's Freedom of Information Publication scheme is available on our web site at: <http://www.renfrewshire.gov.uk/article/2062/Freedom-of-Information-FOI>

This provides details of how to access information not available under the scheme, including requests for environmental information made in terms of the Environmental Information (Scotland) Regulations 2004.

The Council's senior management structure is available on our web site at: <http://www.renfrewshire.gov.uk/article/2179/Council-structure>

Contact details for customer care and complaints functions are available at: <http://www.renfrewshire.gov.uk/article/2072/Contact-us>

<http://www.renfrewshire.gov.uk/complaints>

The Council's plans and strategies are available at:

<http://www.renfrewshire.gov.uk/article/2066/Plans-and-strategies>

Renfrewshire Council carries out its functions by dividing the responsibility for the administration of services among a group of boards. Each board has a particular set of responsibilities. A list of council boards, along with their agendas and minutes, is available at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

## **Key Functions and Services**

The Council employs 7,500 staff, making us the biggest employer in the area. The Council has an annual budget of around £380 million, and is arranged into the following five major groupings which provide a broad range of services to the people of Renfrewshire:

- Chief Executive's Service
- Environment and Infrastructure
- Finance and Resources
- Children's Services
- Communities, Housing and Planning Services

The services are responsible for the following functions:

### **Chief Executive's Service**

Communications and public relations; corporate planning and performance management framework; quality and improvement programmes; regeneration; employability; economic development; City Deal; procurement.

### **Environment and Infrastructure**

Fleet management; land services; parks and cemeteries; roads and transport; site services; Streetscene; transportation; waste management.

### **Finance and Resources**

Corporate finance and operational services; human resources and organisational development; legal and democratic services; strategic procurement and business support; reform and change management; internal audit.

### **Children's Services**

Child care and out of school care; early education; education development service; placing requests; primary schools; secondary schools; schools for those with additional support needs; sports development services provision; child protection; fostering; adoption; criminal justice social work (including community-based orders); promotion of social welfare; support for children, young people and families; area teams.

### **Communities, Housing and Planning**

Housing regeneration; planning; housing services; communities and public protection; wardens; civil contingencies planning; business continuity; environmental health; trading standards; traffic wardens; community learning and development; air quality; contaminated land; work place accident inspection.

The Council's Publication scheme also contains information about the joint committees whose work covers this area. Joint boards and joint committees are public bodies set up to work for several councils at once. Their administrative arrangements are generally managed by a single council. You can find out more about the Council by visiting our website at:

<http://www.renfrewshire.gov.uk>



## **CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**

Current and recent strategic and operational objectives, strategies and business plans for services, community plan objectives, and annual reports are available on our web site at:  
<http://www.renfrewshire.gov.uk/article/2066/Plans-and-strategies>

Information on how the council is structured into directorates, operational services and departments etc., including structure charts, are available on our web site at:  
<http://www.renfrewshire.gov.uk/article/2179/Council-structure>

Planning applications, how to search for these and the schedule of planning fees are available here:  
<http://www.renfrewshire.gov.uk/article/2153/Planning-applications>

Building Standards; details of how to search for building standards applications and fees are available here:  
<http://www.renfrewshire.gov.uk/buildingstandards>

Local Development Plan - Strategy that will facilitate investment and guide the future use of land in Renfrewshire is available here:  
<http://www.renfrewshire.gov.uk/article/2478/Renfrewshire-Local-Development-Plan>

Information on adopted roads is available here:  
<http://www.renfrewshire.gov.uk/article/2161/Roads>

Information about licensing, including applications and fees, is available here:  
<http://www.renfrewshire.gov.uk/article/2748/Licensing>

The access to home to school policy and transport eligibility list is available here:  
<http://www.renfrewshire.gov.uk/article/3486/Home-to-school-transport>

Information for parents on sending your child to school is available here:  
<http://www.renfrewshire.gov.uk/schools>

Primary, Secondary and ASN roll data by year stage from the September census are available here:  
<http://www.renfrewshire.gov.uk/article/3534/School-Roll-Numbers>

### **CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED**

Renfrewshire Council carries out its functions by dividing the responsibility for the administration of services among a group of boards. Each board has a particular set of responsibilities.

Minutes of council and committee meetings (including those of sub-committees and other relevant groups), reports and other supporting papers, minutes of strategic meetings with community planning partners and other partnership groups are available on our web site at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

Information about Joint Boards and Committees, and minutes of their meetings, are available here:

<http://renfrewshire.cmis.uk.com/renfrewshire/JointArrangements.aspx>

### **CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**

Current and recent income and expenditure relating to services and functions, current budget statements and reports on variance against budget, spending forecasts, annual accounts and other financial audit reports are available on our web site at:

<http://www.renfrewshire.gov.uk/article/2292/Annual-Accounts-and-Key-Facts-and-Figures>

Records of Councillors' allowances and expenses are available here:

<http://www.renfrewshire.gov.uk/article/3611/Record-of-allowances-and-expenses-and-training-register>

The remuneration and expenses of chief officers of the Council are available here:

<http://www.renfrewshire.gov.uk/article/2292/Annual-Accounts-and-Key-Facts-and-Figures>

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

Human Resources and Organisational Development is part of Finance and Resources.

Please follow this link for the senior management structure of the Directorate:

<http://www.renfrewshire.gov.uk/article/2289/Finance-and-Resources>

The Council's employment policies are available here:

<http://www.renfrewshire.gov.uk/article/2180/Equality-and-human-rights>

Information on council employment and external current vacancies are available on our web site at:

<http://www.renfrewshire.gov.uk/jobs>

Management of the Council's land and property assets is the responsibility of Finance and Resources: <http://www.renfrewshire.gov.uk/article/2289/Finance-and-Resources>

Information describing citizen rights as regards freedom of information, data protection and environmental information. Also the council's publication scheme and local guidance on re-use of public sector information. Also information on the council's records management policy and procedures for handling information requests are available on our web site at:

<http://www.renfrewshire.gov.uk/informationgovernance>

Information on the 'special collections' covering the history of Renfrewshire, including how to access these at Renfrewshire Leisure's heritage service:

<https://www.renfrewshireleisure.com/heritage/>

## **CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

Details of council approved suppliers, contracts lists (including values of contracts) and details of contracts management procedures. Also arrangements for contracting services to outside agencies/businesses: <http://www.renfrewshire.gov.uk/article/3572/Corporate-Procurement-Unit>

## **CLASS 7: HOW WE ARE PERFORMING**

Information on statutory public performance reporting, e.g. Single Outcome Agreements and related reports, Audit Scotland Key Performance Indicators and performance against these, other published targets and performance against these, external audit/Best Value reports, contract performance reports, inspection reports, complaints performance reports.

Community Plan and Single Outcome Agreement -

<http://www.renfrewshire.gov.uk/article/2181/Council-performance>

How are we doing? –

<http://www.renfrewshire.gov.uk/article/2181/Council-performance>

**CLASS 8: OUR COMMERCIAL PUBLICATIONS**

Renfrewshire Council does not currently have any information under this class.

**CLASS 9: OUR OPEN DATA**

Information on Open Data within Renfrewshire Council such as the strategy and Initial Open Dataset Publication Plan is available at:

<http://www.renfrewshire.gov.uk/article/3650/Open-Data-in-Renfrewshire>