

Falkirk Council

Guide to Information available through our Publication Scheme

May 2024



Falkirk Council

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1. Introduction to the Publication Scheme

- 1.1 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; and
 - tell the public how to access the information and whether information is available free of charge or on payment.
- 1.2 Falkirk Council has adopted the [Model Publication Scheme](#) (**the Model Scheme**) produced by the Scottish Information Commissioner. If you would like a copy of the Model Scheme you can contact us at the address below.
- 1.3 The purpose of this Guide to Information is to:
- allow the public to see what information is available (and what is not available) in relation to each class;
 - state what charges may be applied;
 - explain how to find the information easily;
 - provide contact details for enquiries and to get help with accessing the information; and
 - explain how to request information we hold that has not been published.
- 1.4 The Guide is split into the following seven sections:
- [Availability and Formats](#);
 - [Exempt Information](#);
 - [Copyright and Re-use of Information](#);
 - [Charges](#);
 - [Feedback](#);
 - [Contact Details](#); and
 - [The Classes of Information that we Publish](#).

2. Availability and Formats

- 2.1 The information we publish through our Publication Scheme (**the 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 - see Charges section below).
- 2.2 Where it is not possible for us to provide paper copies, e.g. an electronic database, please contact us to discuss alternative arrangements.

3. Exempt Information

- 3.1 We will publish the information we hold that falls within the classes of information set out in Section 9. 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 will remove or redact the information before publication and explain why.

4. Copyright and Re-use of Information

- 4.1 This section applies where you would like to use and/or re-use information published in our Scheme.
- 4.2 Where Falkirk Council holds the copyright in its published information, the information (except logos) may be copied, reproduced, used and/or re-used subject to your acceptance of the [Open Government Licence](#) for public sector information. You can request a copy of the licence by contacting us at the address below. This allows use and re-use of information freely and flexibly with only a few conditions. For example:
- you must acknowledge the source of the information;
 - you must ensure that you do not use the information in a way that suggests any official status or that Falkirk Council endorses you or your use of the information; and
 - you must ensure that you do not mislead others or misrepresent the information or its source.
- 4.3 By using and/or re-using information in which the Council holds the copyright, you accept the terms and conditions of the Open Government Licence.
- 4.4 The Open Government Licence does not cover the use of information in which Falkirk Council does not hold the copyright. Where Falkirk Council does not hold the copyright in information we publish, we will make this clear. Where there is any third-party copyright information, you will need to obtain permission from the copyright holders.

5. Charges

- 5.1 This section explains when we may make a charge for our published information and how any charge will be calculated.
- 5.2 There is no charge to view information on our website or at our premises. 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 do not pass on any other costs to you, e.g. staff time involved in creating information. We will always tell you what the cost is before providing the information to you.

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

Black and White Photocopying

Size of paper	Per Sheet of Paper
A3	£0.10
A4	£0.10

Colour Photocopying

Size of paper	Per Sheet of Paper
A0	£18.00
A1	£14.00
A2	£9.00
A3	£0.30
A4	£0.30

5.4 If you would like information provided on a USB secure flash drive, the cost with the £5.25 for 8GB and £8.07 for 16GB. Postage costs will be recharged at the rate we paid to send the information to you by first class post. When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run plus postage.

5.5 Please note that if you are interested in a large printed document we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges which would apply are as set out in the table above.

5.6 Please note that this charging section does not apply to any commercial publications (see Class 8 below). These are items 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.

Falkirk Local Development Plan 2 (LDP2)

5.7 Hard copies of LDP2 are available at a cost of £30 (including p+p). Requests to purchase should be sent to ldp@falkirk.gov.uk.

‘Added Value’ Information

5.8 This covers information which is held by the Council but which has to be analysed or packaged in some way in response to a specific request for it. Such information does not pre-exist the request and cannot be said to be ‘published’ - it is therefore not available via the Scheme. Examples of such information are:

- property enquiry certificates; and
- analysis of the contents of public registers.

6. Feedback

6.1 Our aim is to make the Scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. We review the Scheme from time to time and we welcome feedback on how we can develop it further. If you would like to comment on any aspect of the Scheme, then please contact us. You may, for example, wish to tell us about:

- other information that you would like to see included in the Scheme;
- whether you found the Scheme easy to use and useful;
- whether our staff were helpful; and
- other ways in which the Scheme can be improved.

6.2 Please send any comments or suggestions to:

Information Governance Manager
Transformation, Communities and Corporate Services: Governance Division
Falkirk Council
The Foundry
4 Central Boulevard
Larbert
FK5 4RU
Email: data.protection@falkirk.gov.uk

7. Contact Details

- 7.1 Each web page gives contact details within the relevant Service should you require further information, or information in a different format.
- 7.2 You can also contact us for assistance on any aspect of the Scheme or advice on [how to ask for information](#) that we do not publish:

Falkirk Council
The Foundry
4 Central Boulevard
Larbert
FK5 4RU

www.falkirk.gov.uk

Tel: 01324 506070
Email: foi@falkirk.gov.uk

8. The Classes of Information that we Publish

- 8.1 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.
- 8.2 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 FALKIRK COUNCIL
Class Description:	Information about Falkirk 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
Class Description:	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
Class Description:	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
Class Description:	Information about our strategy for, and management of, financial resources.

CLASS 5:	<u>HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</u>
Class Description:	Information about how we manage the human, physical and information resources of the authority.
CLASS 6:	<u>HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS</u>
Class Description:	Information about how we procure goods and services, and our contracts with external providers.
CLASS 7:	<u>HOW WE ARE PERFORMING</u>
Class Description:	Information about how we perform as an organisation, and how well we deliver our functions and services.
CLASS 8:	<u>OUR COMMERCIAL PUBLICATIONS</u>
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.
CLASS 9:	<u>OUR OPEN DATA</u>
Class Description:	Open data made available by us as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

CLASS 1:	ABOUT FALKIRK COUNCIL
Class Description:	Information about Falkirk 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 the Information
General Information About Falkirk Council	
Authority name, address and contact details for headquarters and principal offices	Council Places / Offices
Organisational structure, roles and responsibilities of senior officers	Council Management Structure
Business Opening Hours	Council Places / Offices (Click on each place for opening hours)
Contact details for customer care and complaints function	Complaints
Guide to Information available through our Publication Scheme	Publication Scheme
Charging Schedule for Published Information	See Section 5 of this Guide.
Contact details and advice about how to request information from us	Access to Information
Charging Schedule for Environmental Information	Environmental Information Regulation - Charges
How Falkirk Council is Run	
Description of governance structure, Board, Committees and other decision making structures	Council & Democracy Council Meetings Council Management Structure Standing Orders (downloadable document at the bottom of the web page)

The Information We Publish Under This Class	How to Access the Information
How Falkirk Council is Run continued...	
Governance policies, including standing orders, code of conduct and register of interests	Councillors' Code of Conduct (external link – we do not publish this document) Register of Interests (click on the relevant Councillor and a tab showing their register of interests is available)
Corporate Planning	
Corporate Plan	Falkirk Council Plan 2022-2027
Corporate Strategies & Policies	Policies & Strategies Climate Change & Sustainability Community Planning Policies
Strategic Planning Process	Community Planning
External Relations	
Subsidiary companies (wholly and part owned) and other significant financial interests	Falkirk Community Stadium Ltd (external link – we are not responsible for the content of this website)
Integration Joint Board	Falkirk Integration Joint Board (external link – we are not responsible for the content of this website)

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 the Information
Services	
	Benefits and Support Bins, Rubbish & Recycling Births, Deaths & Marriages <ul style="list-style-type: none"> • National Assistance Funerals Business & Investment Children & Families Council & Democracy Council Tax Crime & Antisocial Behaviour Environment Homes & Property Jobs & Careers Law & licensing Libraries Non-domestic Rates People & Communities Planning & Building Standards Roads, Parking & Transport

The Information We Publish Under This Class	How to Access the Information
Services continued...	
	Schools & Education Social Care & Health Sports, Leisure & Culture Tourism and Visitor Attractions
Service plans	Service Plans (click on links under each Service for any plans)
Statement of public task required by the Re-use of Public Sector Information Regulations 2015	Re-use of Public Sector Information
How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve	Law & Licensing Planning and Building Standards
How to report a concern to the authority	Complaints
Reports of the authority's exercise of its statutory functions	Budget, Spending & Performance
Statutory registers (Where the register is available for inspection or hard copy only a link to contact details is provided. Where a register is available for inspection only it is not included in this Guide to Information.)	Booking Offices Cinemas Contaminated Land Register Fairgrounds Fireworks Register Houses in Multiple Occupation Knife Dealers Late Hours Catering
	List of Public Roads

The Information We Publish Under This Class	How to Access the Information
	<p>Market Operators</p> <p>Metal Dealers</p> <p>Private Hire Car Drivers</p> <p>Private Hire Car Operators</p> <p>Public Charitable Collections</p> <p>Public Entertainment</p> <p>Public Processions</p> <p>Register of Food Premises - (external link – we are not responsible for the content of this website)</p> <p>Road Construction Consent Register - Contact here</p> <p>Second Hand Dealers</p> <p>Skin Piercing & Tattooing</p> <p>Sports Entertainment</p> <p>Stage Hypnotism</p> <p>Street Traders</p> <p>Venison Dealers</p> <p>Window Cleaners</p>
<p>Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc</p>	<p>Births, Marriages & Deaths</p> <p>Bereavement Services</p> <p>Planning and other Application Fees</p> <p>Building Warrants</p>

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 the Information
Decision Making	
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of meetings	Council Agendas & Minutes (Please contact us if you cannot find what you are looking for - see section 4 for contact information)
Public consultation and engagement strategies	Consultations & Surveys Community Councils
Reports of regulatory inspections, audits and investigations carried out by the authority	Food Safety Inspections
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	Planning Applications (The reports are not published separately, but sit with the related planning application paperwork which can be found online)

CLASS 4:	WHAT WE SPEND AND HOW WE SPEND IT
Class Description:	Information about our strategy for, and management of, financial resources.

The Information We Publish Under This Class	How to Access the Information
Council Finances	
Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements	Annual Accounts
Financial regulations	Financial Regulations (downloadable document at the bottom of the web page)
Remuneration of Senior Employees	See Annual Remuneration Report which is part of each set of Annual Accounts
Elected member expenses and remuneration	Members' Expenses
Pay and grading structure	Terms and Conditions of Service
Investments, summary information about endowments, investments and authority pension fund	Pensions
Funding awards available from the authority, how to apply for them and funding awards made by the authority	Funding

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 authority.

The Information We Publish Under This Class	How to Access the Information
Human Resources	
Strategy and management of human resources	If you require any information about the Council’s human resources, please contact us – see section 7 of this Guide. See also Policies
Physical Resources	
Management of the authority’s land and property assets, including environmental / sustainability reports <ul style="list-style-type: none"> • Development & Open Space • Roads • Housing • Property 	Policies and Strategies Core Paths Local Development Plan Falkirk Open Space Strategy Planning Policy Parks & Ground Maintenance Road Asset Management Plan Housing Policies and Strategies Council House Repairs and Maintenance Property Development & Asset Management
Description of the authority’s land and property holdings	If you require any information about the Council’s land and property holdings, please contact us – see section 7 of this Guide. See also Community Asset Register

The Information We Publish Under This Class	How to Access the Information
Information Resources	
Records management policy, including records retention schedule	Records Management
Access to Information, including FOI	Access to Information
List of statistical information published by the authority	Statistics & Census
Data protection policy	Data protection
Privacy policy	Privacy

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 the Information
Procurement policies and procedures	Procurement
Invitations to tender	Contract opportunities
Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value	Contracts Register
Additional information which is required to be published by applicable procurement legislation and statutory guidance	Corporate Procurement Unit
Links to procurement information the Council publishes on the Public Contracts Scotland website	Contract opportunities

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 the Information
How we are Performing	
Performance indicators and performance against them	Council Performance Performance Panel
Mainstreaming Equality Reports and Employee and board equality monitoring reports produced under the Equality Act 2010 (Specific Duties) Regulations 2012 (as amended)	Equality and Diversity
External reports - Audit Scotland	External link - https://audit.scot/

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 the Information
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	No information held.

CLASS 9:	OUR OPEN DATA
Class Description:	Open data made available by us as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

The Information We Publish Under This Class	How to Access the Information
Our plans for open data	Open Data and the INSPIRE Regulations Open Data Portal

Version Number	Purpose/Change	Author	Date
1.00	Original version – May 2013	Wendy Barber	31/05/2013
1.10	Changes to reflect changes in structure and new web pages	Wendy Barber	30/04/2015
1.20	Update to add class 9 – open data and amend broken links	Wendy Barber	19/12/2016
1.30	Changes in line with 2017 model publication scheme	Wendy Barber	30/10/2017
1.40	Amend broken links; amend para 5.7; check version control table	Wendy Barber	30/01/2019
1.50	Updated contact details in para 8.2	Wendy Barber	08/12/2020
1.60	Amended broken hyperlinks, reviewed charges, added cost for LDP2, removed reference to Falkirk Community Trust, checked Guide was in line with 2021 model publication scheme	Wendy Barber	13/05/2024