

# Falkirk Council

## Guide to Information available through our Publication Scheme

December 2020



**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 eight sections:

- [Availability and Formats](#);
- [Exempt Information](#);
- [Copyright and Re-use of Information](#);
- [Charges](#);
- [Information about Falkirk Community Trust](#);
- [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	£8.72
A1	£5.87
A2	£4.39
A3	£0.30
A4	£0.30

5.4 Information provided on CD-Rom / DVD will be charged at £1.00 per computer disc. 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.

***'Added Value' Information***

5.7 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. Information about Falkirk Community Trust**

6.1 Falkirk Community Trust Limited (the Trust) was established by Falkirk Council as a company limited by guarantee with charitable status. On 1 July 2011, the company assumed responsibility for the management and operation of a range of sport, recreation, arts, heritage and library services.

- 6.2 The Trust is wholly owned by Falkirk Council and is therefore considered to be a Scottish public authority under the Act. The Trust has its own guide to information available through its publication scheme which can be found [here](#).

## 7. Feedback

- 7.1 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.

- 7.2 Please send any comments or suggestions to:

Information Governance Manager  
Governance Division  
Corporate and Housing Services  
Falkirk Council  
Municipal Buildings  
Falkirk FK1 5RS  
[Email: FOI](#)

## 8. Contact Details

- 8.1 Each webpage gives contact details within the relevant Service should you require further information, or information in a different format.
- 8.2 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  
Municipal Buildings  
Falkirk  
FK1 5RS

[www.falkirk.gov.uk](http://www.falkirk.gov.uk)

Tel: 01324 506070  
Fax: 01324 506061  
Email: [foi@falkirk.gov.uk](mailto:foi@falkirk.gov.uk)

## 9. The Classes of Information that we Publish

- 9.1 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.
- 9.2 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.

<b>CLASS 1:</b>	<b><a href="#">ABOUT FALKIRK COUNCIL</a></b>
<b>Class Description:</b>	Information about Falkirk Council, who we are, where to find us, how to contact us, how we are managed and our external relations.
<b>CLASS 2:</b>	<b><a href="#">HOW WE DELIVER OUR FUNCTIONS AND SERVICES</a></b>
<b>Class Description:</b>	Information about our work, our strategy and policies for delivering functions and services and information for our service users.
<b>CLASS 3:</b>	<b><a href="#">HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED</a></b>
<b>Class Description:</b>	Information about the decisions we take, how we make decisions and how we involve others.
<b>CLASS 4:</b>	<b><a href="#">WHAT WE SPEND AND HOW WE SPEND IT</a></b>
<b>Class Description:</b>	Information about our strategy for, and management of, financial resources.

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



<b>CLASS 1:</b>	<b>ABOUT FALKIRK COUNCIL</b>
<b>Class Description:</b>	<b>Information about Falkirk Council, who we are, where to find us, how to contact us, how we are managed and our external relations.</b>

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
<b>General Information About Falkirk Council</b>	
Authority name, address and contact details for headquarters and principal offices	<a href="#">Council Places / Offices</a>
Organisational structure, roles and responsibilities of senior officers	<a href="#">Council Management Structure</a>
Business Opening Hours	<a href="#">Council Places / Offices</a> (Click on each place for opening hours)
Contact details for customer care and complaints function	<a href="#">Complaints</a>
Guide to Information available through our Publication Scheme	<a href="#">Publication Scheme</a>
Charging Schedule for Published Information	See Section 5 of this Guide.
Contact details and advice about how to request information from us	<a href="#">Access to Information</a>
Charging Schedule for Environmental Information	<a href="#">Environmental Information Regulation - Charges</a>
<b>How Falkirk Council is Run</b>	
Description of governance structure, Board, Committees and other decision making structures	<a href="#">Council &amp; Democracy</a> <a href="#">Council Meetings</a> <a href="#">Council Management Structure</a> <a href="#">Standing Orders</a>

The Information We Publish Under This Class	How to Access the Information
<b>How Falkirk Council is Run continued...</b>	
Governance policies, including standing orders, code of conduct and register of interests	<a href="#">Councillors' Code of Conduct</a> (external link – we do not publish this document) <a href="#">Register of Interests</a> (click on the relevant Councillor and a tab showing their register of interests is available)
<b>Corporate Planning</b>	
Corporate Plan	<a href="#">Corporate Plan 2017-2022</a>
Corporate Strategies & Policies	<a href="#">Policies &amp; Strategies</a> <a href="#">Climate Change &amp; Sustainability</a> <a href="#">Equality &amp; Diversity</a> <a href="#">Falkirk Economic Strategy</a>
Strategic Planning Process	<a href="#">Community Planning</a>
<b>External Relations</b>	
Subsidiary companies (wholly and part owned) and other significant financial interests	<a href="#">Falkirk Community Stadium Ltd</a> (external link – we are not responsible for the content of this website) <a href="#">Falkirk Community Trust</a> (external link – we are not responsible for the content of this website)
Integration Joint Board	<a href="#">Falkirk Integration Joint Board</a> (external link – we are not responsible for the content of this website)

<b>CLASS 2:</b>	<b>HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>
<b>Class Description:</b>	<b>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</b>

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
<b>Services</b>	
	<a href="#">Benefits and Support</a> <a href="#">Bins, Rubbish &amp; Recycling</a> <a href="#">Births, Deaths &amp; Marriages</a> <ul style="list-style-type: none"> <li>• <a href="#">National Assistance Funerals</a></li> </ul> <a href="#">Business &amp; Investment</a> <a href="#">Children &amp; Families</a> <a href="#">Council &amp; Democracy</a> <a href="#">Council Tax</a> <a href="#">Crime &amp; Antisocial Behaviour</a> <a href="#">Environment</a> <a href="#">Homes &amp; Property</a> <a href="#">Jobs, Careers &amp; Training</a> <a href="#">Law &amp; licensing</a> <a href="#">Libraries</a> <a href="#">Non-domestic Rates</a> <a href="#">People &amp; Communities</a> <a href="#">Planning &amp; Building Standards</a> <a href="#">Roads, Parking &amp; Transport</a>

The Information We Publish Under This Class	How to Access the Information
Services continued...	
	<a href="#">Schools &amp; Education</a> <a href="#">Social Care &amp; Health</a> <a href="#">Sports, Leisure &amp; Culture</a> <a href="#">Tourism and Visitor Attractions</a>
Service plans	<a href="#">Service Plans</a> (click on link under each Service)
Statement of public task required by the Re-use of Public Sector Information Regulations 2015	<a href="#">Re-use of Public Sector Information</a>
How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve	<a href="#">Law &amp; Licensing</a> <a href="#">Planning and Building Standards</a> <a href="#">Benefits and Support</a>
How to report a concern to the authority	<a href="#">Complaints</a>
Reports of the authority's exercise of its statutory functions	<a href="#">Budget, Spending &amp; Performance</a>
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.)	<a href="#">Boat Hire</a> <a href="#">Booking Offices</a> <a href="#">Cinemas</a> <a href="#">Contaminated Land Register</a> <a href="#">Fairgrounds</a> <a href="#">Fireworks Register</a> <a href="#">Houses in Multiple Occupation</a> <a href="#">Itinerant Metal Dealer</a> <a href="#">Knife Dealers</a> <a href="#">Late Hours Catering</a>

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

<b>CLASS 3:</b>	<b>HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED</b>
<b>Class Description:</b>	<b>Information about the decisions we take, how we make decisions and how we involve others.</b>

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

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

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
<b>Council Finances</b>	
Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements	<a href="#">Annual Accounts</a>
Financial regulations	<a href="#">Financial Regulations</a>
Remuneration of Senior Employees	<a href="#">Annual Report &amp; Accounts 2015/16</a> – please see page 23 <a href="#">Annual Report &amp; Accounts 2016/17</a> – please see page 21 <a href="#">Annual Report &amp; Accounts 2017/18</a> – please see page 26
Elected member expenses and remuneration	<a href="#">Members' Expenses</a>
Investments, summary information about endowments, investments and authority pension fund	<a href="#">Pensions</a>
Funding awards available from the authority, how to apply for them and funding awards made by the authority	<a href="#">Funding</a>

<b>CLASS 5:</b>	<b>HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>
<b>Class Description:</b>	<b>Information about how we manage the human, physical and information resources of the authority.</b>

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
<b>Human Resources</b>	
Strategy and management of human resources	If you require any information about the Council's human resources, please contact us – see section 8 of this Guide.
<b>Physical Resources</b>	
<p>Management of the authority's land and property assets, including environmental / sustainability reports</p> <ul style="list-style-type: none"> <li>• Development &amp; Open Space</li> </ul> <ul style="list-style-type: none"> <li>• Roads</li> <li>• Housing</li> </ul> <ul style="list-style-type: none"> <li>• Property</li> </ul>	<p><a href="#">Corporate Asset Management Strategy</a></p> <p><a href="#">Core Paths</a></p> <p><a href="#">Local Development Plan</a></p> <p><a href="#">Falkirk Open Space Strategy</a></p> <p><a href="#">Planning Policy</a></p> <p><a href="#">Parks &amp; Ground Maintenance</a></p> <p><a href="#">Roads Maintenance</a></p> <p><a href="#">Housing Asset Management Plan 2012-2017</a> (This is the current working document. This will be updated once the new Corporate Asset Management Strategy is in place.)</p> <p><a href="#">Council House Repairs and Maintenance</a></p> <p><a href="#">Property Development &amp; Asset Management</a></p>
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 8 of this Guide.



The Information We Publish Under This Class	How to Access the Information
<b>Information Resources</b>	
Records management policy, including records retention schedule	<a href="#">Records Management</a>
Access to Information, including FOI	<a href="#">Access to Information</a>
List of statistical information published by the authority	<a href="#">Statistics &amp; Census</a>
Data protection policy	<a href="#">Data protection</a>
Privacy policy	<a href="#">Privacy</a>

<b>CLASS 6:</b>	<b>HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>
<b>Class Description:</b>	<b>Information about how we procure goods and services, and our contracts with external providers.</b>

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
Procurement policies and procedures	<a href="#">Procurement</a>
Invitations to tender	<a href="#">Current and Upcoming Tenders</a>
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value	<a href="#">Contracts Register</a>
Additional information which is required to be published by applicable procurement legislation and statutory guidance	<a href="#">Procurement and Commissioning Unit</a> <ul style="list-style-type: none"> <li>• <a href="#">Procurement Strategy 2017-2020</a></li> <li>• <a href="#">Annual Procurement Report (1 January 2017 - 31 March 2018)</a></li> </ul>
Links to procurement information the Council publishes on the Public Contracts Scotland website	<a href="#">Current and Upcoming Tenders</a>

<b>CLASS 7:</b>	<b>HOW WE ARE PERFORMING</b>
<b>Class Description:</b>	<b>Information about how we perform as an organisation, and how well we deliver our functions and services.</b>

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
<b>How we are Performing</b>	
Performance indicators and performance against them	<a href="#">Council Performance</a> <a href="#">Performance Panel</a>
Mainstreaming Equality Reports and Employee and board equality monitoring reports produced under the Equality Act 2010 (Specific Duties) Regulations 2012 (as amended)	<a href="#">Equality and Diversity</a>

<b>CLASS 8:</b>	<b>OUR COMMERCIAL PUBLICATIONS</b>
<b>Class Description:</b>	<b>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>

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
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.

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

<b>The Information We Publish Under This Class</b>	<b>How to Access the Information</b>
Our plans for open data	<a href="#">Open Data and the INSPIRE Regulations</a>

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
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