



SCOTTISH LAND COMMISSION
COIMISEAN FEARAINN NA H-ALBA

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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 Scottish Land Commission has adopted the Model Publication Scheme 2016 produced by the Scottish Information Commissioner.

You can see this scheme on our website

<http://landcommission.gov.scot/openness/>

This guide is to be revised in May 2017 or can be updated 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

Availability and formats

The information we publish through the model 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).

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 Scottish Land Commission 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



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- It is not used in a misleading context, and
- The source of the material is identified

Where the Scottish Land Commission does not hold the copyright in information we publish, we will make this clear.

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.

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 will always tell you what the cost is before providing the information to you.

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

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	£0.15	£0.16

- Information provided on CD-Rom will be charged at £0.17 per computer disc.
- We will recharge any postage costs at the rate we paid to send the information to you.
- We do not pass on any other costs to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme.

Overall responsibility for this Scheme sits with Hilary Pearce, Interim CEO.

The day to day maintenance of the Scheme is the responsibility of Posy Macrae, Communications Manager and enquiries about this should be directed to her at:

Longman House
28 Longman Road
Inverness
IV1 1SF

T: 0300 244 4452

E: info@landcommission.gov.scot

W: www.landcommission.gov.scot

E: posy.macrae@landcommission.gov.scot

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.



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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 are welcome to make a request to us for that information.

CLASS 1: About the Scottish Land Commission	
Class description: Information about the Scottish Land Commission: who we are, where to find us, how to contact us, how we are managed and our external relations.	
General information about the Scottish Land Commission	How to access the information
Head Office: Longman House 28 Longman Road Inverness IV1 1SF	T: 0300 244 4452 E: info@landcommission.gov.scot W: www.landcommission.gov.scot
Opening Hours For Our Office Are: 8.30 –17:00 Monday to Thursday 8.30 – 16:30 Friday Closed for public holidays	Hard copy on request or via our website http://landcommission.gov.scot/contact/ Public holidays are also highlighted on our website Home page and social media during the days the office is closed.
The Commissioners – who are accountable to Scottish Ministers	Hard copy on request or via our website http://landcommission.gov.scot/about-us/who-we-are/
Organisational Structure	Hard copy on request or via our website http://landcommission.gov.scot/about-us/who-we-are/
Contact details for customer Service and complaints functions	Hard copy on request or via our website http://landcommission.gov.scot/contact/



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Publication Scheme and Guide to Information	Hard copy on request or via our website http://landcommission.gov.scot/openness/
Contact details and advice about how to request information from the Scottish Land Commission	Hard copy on request or via our website http://landcommission.gov.scot/openness/
Legal framework for the Scottish Land Commission – constitution and general functions	Via our website http://landcommission.gov.scot/corporate-documents/ http://landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdf http://landcommission.gov.scot/wp-content/uploads/2017/03/Guide-to-the-2016-Land-Reform.pdf Hard copies available from Her Majesty's Stationary Office (HMSO) http://www.legislation.gov.uk/asp/2016/18/contents
Commissioners and their functions.	Hard copy on request or via our website http://landcommission.gov.scot/about-us/who-we-are/ http://landcommission.gov.scot/about-us/what-we-do/ http://landcommission.gov.scot/wp-content/uploads/2017/03/Terms-of-Reference-of-the-Scottish-Land-Commission-Dec-2016.pdf www.landcommission.gov.scot/meetings
Code of conduct for non-departmental public bodies and Register of Interests	Hard copy on request or via our website http://landcommission.gov.scot/corporate-documents/ http://landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdf



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	<p>http://landcommission.gov.scot/wp-content/uploads/2017/03/Guide-to-the-2016-Land-Reform.pdf</p> <p>http://landcommission.gov.scot/wp-content/uploads/2017/03/Interim-Corporate-Plan-2017-18.pdf</p> <p>http://landcommission.gov.scot/wp-content/uploads/2017/03/Register-of-Interests.pdf</p> <p>http://landcommission.gov.scot/wp-content/uploads/2017/03/Terms-of-Reference-of-the-Scottish-Land-Commission-Dec-2016.pdf</p> <p>Land Commission code of conduct – This document will be made available in the near future</p>
Senior Management Team	<p>Hard copy on request or via our website http://landcommission.gov.scot/about-us/who-we-are/</p>
Mission statement	<p>Hard copy on request or via our website www.landcommission.gov.scot</p>
Corporate Plan	<p>Hard copy on request or via our website http://landcommission.gov.scot/wp-content/uploads/2017/03/Interim-Corporate-Plan-2017-18.pdf</p>
Accountability - The Scottish Land Commission is accountable to Scottish Ministers	<p>Hard copy on request or via our website http://landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdf</p> <p>http://landcommission.gov.scot/wp-content/uploads/2017/03/Guide-to-the-2016-Land-Reform.pdf</p> <p>http://landcommission.gov.scot/about-us/who-we-are/</p> <p>http://landcommission.gov.scot/about-us/what-we-do/</p>



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Internal and external audit	<p>http://landcommission.gov.scot/pub/audit-and-risk-committee/</p> <p>http://landcommission.gov.scot/wp-content/uploads/2017/03/Audit-and-Risk-Committee.pdf</p> <p>Information regarding the Scottish land commissions internal and external auditors will be made available in the near future</p>
Anti-Fraud Policy	<p>This document will be made available in the near future</p>

CLASS 2: HOW THE SCOTTISH LAND COMMISSION DELIVERS 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

Legislation

Via our website

<http://landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdf>

<http://landcommission.gov.scot/wp-content/uploads/2017/03/Guide-to-the-2016-Land-Reform.pdf>

Hard copies available from Her Majesty's Stationary Office (HMSO)

<http://www.legislation.gov.uk/asp/2016/18/contents>

Hard copy on request or via our website

<http://landcommission.gov.scot/wp-content/uploads/2017/03/Interim-Corporate-Plan-2017-18.pdf>

<http://landcommission.gov.scot/about-us/what-we-do/>



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Law, Policy and Rules of Procedure on key regulatory functions	Hard copy on request or via our website http://landcommission.gov.scot/tenant-farming/codes-of-practice/
Leaflets and Factsheets	Hard copies on request or via our website www.landcommission.gov.scot/tenant-farming/reviews-and-reports http://landcommission.gov.scot/publications-consultations-research/ http://landcommission.gov.scot/tenant-farming/codes-of-practice/
Code of Conduct	Code of conduct - This document will be made available in the near future
Corporate Plan	Hard copy on request or via our website http://landcommission.gov.scot/wp-content/uploads/2017/03/Interim-Corporate-Plan-2017-18.pdf
Annual Report	The Scottish Land Commission came into existence on the 1 st of April 2017, annual reports will be published accordingly
Records Management	Hard copy on request or via our website http://landcommission.gov.scot/data-privacy/ Records Management Policy - This document will be made available in the near future
How to request information	Hard copy on request or via our website http://landcommission.gov.scot/openness/
Freedom of Information – requests made and responses issued.	Statistics on the number of Freedom of Information (FOI) requests and the outcome of these are uploaded to the FOI Commissioners website on quarterly basis
Complaints	http://landcommission.gov.scot/contact/
Press Releases	Hard copy on request or via our website http://landcommission.gov.scot/news-events/



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CLASS 3: HOW THE SCOTTISH LAND COMMISSION TAKES DECISIONS AND WHAT IT HAS 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

Legislation

Via our website

<http://landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdf>

<http://landcommission.gov.scot/wp-content/uploads/2017/03/Guide-to-the-2016-Land-Reform.pdf>

Hard copies available from Her Majesty's Stationary Office (HMSO)

<http://www.legislation.gov.uk/asp/2016/18/contents>

Law, Policy and Rules of Procedure on key regulatory functions

Hard copy on request or via our website
www.landcommission.gov.scot/tenant-farming/codes-of-practice

Corporate Plan

Hard copy on request or via our website
<http://landcommission.gov.scot/wp-content/uploads/2017/03/Interim-Corporate-Plan-2017-18.pdf>

Commissioners Meetings held in public and minutes of the commissioners meetings

Hard copy on request or via our website
<http://landcommission.gov.scot/meetings/>

Consultation Documents

<http://landcommission.gov.scot/publications-consultations-research/>

CLASS 4: WHAT THE SCOTTISH LAND COMMISSION SPENDS AND HOW IT SPENDS 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)



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The information we publish under this class	How to access the information
Annual Accounts – incorporated into the Scottish Land Commissions Annual Reports	The Scottish Land Commission came into existence on the 1 st of April 2017, annual accounts will be published accordingly
Finance Guidance – Scottish Public Finance Manual	Available via the Scottish Government – no paper copies, extracts from the manual are provided in paper format on request from Scottish Government. http://www.gov.scot/Topics/Government/Finance/spfm/Intro
Expenditure on Public Relations; Overseas Travel; Hospitality & Entertainment and External Consultancy.	Hard copy on request: The Scottish Land Commission came into existence on the 1 st of April 2017, annual reports and accounts will be published with this information accordingly
Framework Document within which the Scottish Land Commission will operate and defines key roles and responsibilities which underpin the relationship between the Scottish Land Commission and Scottish Ministers.	This document will be made available in the near future
Commissioners Remuneration	Hard copy on request: The Scottish Land Commission came into existence on the 1 st of April 2017, annual reports and accounts will be published with this information accordingly

CLASS 5: HOW THE SCOTTISH LAND COMMISSION MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES	
Class description Information about how we manage the human, physical and information resources - the Scottish Land Commission	
The information we publish under this class	How to access the information
HR Strategy	This document will be made available in the near future
Health & Safety Policy	The Scottish Land Commission Offices are located within Longman House, Longman Road, Inverness and are subject to the Health and Safety Policy which Scottish Government operate for that location on behalf of all occupants. Hard copy available on request.



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Remote and Lone Working	Hard copy available on request.
Anti-Fraud policy	This document will be made available in the near future

CLASS 6: HOW THE SCOTTISH LAND COMMISSION PROCURES 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 policy	Accessible via the Scottish Government Publication Scheme www.gov.scot/Topics/Government/Procurement/freedom-ofinformation/publication-scheme
Framework Document within which the Scottish Land Commission will operate and defines key roles and responsibilities which underpin the relationship between the Scottish Land Commission and Scottish Ministers.	This document will be made available in the near future

CLASS 7: HOW THE SCOTTISH LAND COMMISSION IS PERFORMING

Class description:

Information about how the Scottish Land Commission performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access the information
Annual Report	The Scottish Land Commission came into existence on the 1 st of April 2017, annual reports and accounts will be published accordingly
Law, Policy and Rules of Procedure	Hard copy on request or via our website http://landcommission.gov.scot/corporate-documents/



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	Strategic plan - This document will be made available in the near future
Corporate Plan	Hard copy on request or via our website http://landcommission.gov.scot/wp-content/uploads/2017/03/Interim-Corporate-Plan-2017-18.pdf
Commissioners Meetings held in public and minutes of the commissioners meetings	Hard copy on request or via our website http://landcommission.gov.scot/meetings/
Consultation Documents	Hard copy on request or via our website http://landcommission.gov.scot/publications-consultations-research/

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

The Scottish Land Commission does not hold or publish any information under this class

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the Scottish Land Commission 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

Open data is non-personal and non-commercial data which is made available online in machine readable formats and can be used, and reused for any purpose as it is available under open license. The Scottish Land Commission will make available when possible

- Open data publication plan
- links to data sets and their metadata