**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 has been updated in April 2024 it will be reviewed in December 2024 or it can be updated on request 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
* 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. This does not affect your rights to request statutory information for which you will not be charged.

**Contact us**

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

Overall responsibility for this Scheme sits with Nikki Nagler, Head of Communications & Corporate Services.

An Lòchran

10 Inverness Campus

Inverness

IV2 5NA

T: 01463 423 300

E: info@landcommission.gov.scot

W: [www.landcommission.gov.scot](http://www.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.

**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.

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| **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:**An Lòchran 10 Inverness CampusInvernessIV2 5NA | T: 01463 423 300E: info@landcommission.gov.scotW: [www.landcommission.gov.scot](http://www.landcommission.gov.scot)  |
| **Opening Hours For Our****Office Are:**09.00 –17:00 Monday to Thursday09.00 – 16:30 FridayClosed for public holidays | In line with official guidance on the ongoing COVID-19 situation, our physical office is currently closed to ensure the health and wellbeing of our staff and visitors. However, business continues as normal with all staff and Commissioners working from home.Hard copy on request or via our website<http://landcommission.gov.scot/contact/>Public holidays are highlighted on our website and social media during the days the office is closed |
| **The Commissioners –** who areaccountable 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** | T: 01463 423 300E: info@landcommission.gov.scot |
| **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<https://landcommission.gov.scot/all-publications>[Framework Agreement](https://www.landcommission.gov.scot/downloads/61f7c049b7eb9_Scottish%20Land%20Commission%20-%20Revised%20Framework%20Document%202021%20~.pdf)<https://landcommission.gov.scot/downloads/5dd808bfc19f6_TFC-GUIDE_LandReform_web.pdf> Hard copies available from Her Majesty’s Stationary Office (HMSO) or via<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/><https://landcommission.gov.scot/about-us/board-meetings>  |
| **Code of conduct for non-departmental public bodies and** **Register of Interests** | Hard copy on request or via <https://landcommission.gov.scot/about-us/who-we-are><https://www.legislation.gov.uk/asp/2016/18/contents> <https://landcommission.gov.scot/downloads/5dd808bfc19f6_TFC-GUIDE_LandReform_web.pdf> <https://landcommission.gov.scot/about-us/who-we-are> <https://landcommission.gov.scot/about-us/board-meetings>  |
| **Senior Management Team**  | Details available within our Annual Report or via our website<http://landcommission.gov.scot/about-us/who-we-are/> |
| **Mission statement** | Hard copy on request  |
| **Strategic Plan &** **Programme of work** | Hard copy on request or via our website<https://landcommission.gov.scot/about-us>  |
| **Accountability -** The Scottish LandCommission is accountable to Scottish Ministers | Hard copy on request or via our website<https://landcommission.gov.scot/downloads/5dd808bfc19f6_TFC-GUIDE_LandReform_web.pdf> <http://landcommission.gov.scot/about-us/who-we-are/><http://landcommission.gov.scot/about-us/what-we-do/> |
| **Internal and external audit** | Scottish Land Commissions internal audit will be completed by BDO.External audit will be completed by Audit Scotland. |
| **Anti-Fraud Policy** | Available on request |

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| **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** | Hard copies on request or via our website<https://landcommission.gov.scot/downloads/5dd808bfc19f6_TFC-GUIDE_LandReform_web.pdf> <https://landcommission.gov.scot/about-us> <http://landcommission.gov.scot/about-us/what-we-do/>Hard copies available from Her Majesty’s Stationary Office (HMSO) or via<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<https://landcommission.gov.scot/tenant-farming/codes-of-practice>  |
| **Leaflets and Factsheets**  | Hard copies on request or via our website<https://landcommission.gov.scot/our-work/tenant-farming/reviews> <https://landcommission.gov.scot/all-publications> <https://landcommission.gov.scot/tenant-farming/codes-of-practice> |
| **Code of Conduct for Members** | <https://landcommission.gov.scot/about-us/who-we-are>  |
| **Annual Business Plan/** **Strategic Plan &** **Programme of work** | Hard copy on request or via our website<https://landcommission.gov.scot/about-us/what-we-do>  |
| **Annual Report** | Hard copy on request or via our website[landcommission.gov.scot/downloads/655b53a738efe\_AR 22-23 English\_FINAL.pdf](https://www.landcommission.gov.scot/downloads/655b53a738efe_AR%2022-23%20English_FINAL.pdf)[Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b5e6890217_AR%2022-23%20Gaelic%20FINAL%20VERSION.pdf) |
| **Records Management** | Hard copy on request or via our website<https://landcommission.gov.scot/privacy-policy>  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<https://landcommission.gov.scot/openness>  |
| **Freedom of Information –** requestsmade 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 a quarterly basis.[FOI and EIRs statistics | Scottish Information Commissioner (itspublicknowledge.info)](https://www.itspublicknowledge.info/statistics) |
| **Complaints** | <https://landcommission.gov.scot/openness> T: 01463 423 300E: info@landcommission.gov.scot |
| **Press Releases** | Hard copy on request or via our website[News - News & Events - Scottish Land Commission](https://www.landcommission.gov.scot/news-events/news?slug=news) |
| **Research Ethics Policy** | Hard copy on request or via our website [652ff3460087f\_Research Ethics Policy 2022 v2.pdf (landcommission.gov.scot)](https://www.landcommission.gov.scot/downloads/652ff3460087f_Research%20Ethics%20Policy%202022%20v2.pdf)[Research quality assurance policy](https://www.landcommission.gov.scot/downloads/652ff3315bfdc_Research%20Quality%20Assurance%20Policy%202022.pdf) |
| **Accessibility** | <https://landcommission.gov.scot/accessibility> |

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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<https://landcommission.gov.scot/downloads/5dd808bfc19f6_TFC-GUIDE_LandReform_web.pdf> Hard copies available from Her Majesty’s Stationary Office (HMSO) on request or via <http://www.legislation.gov.uk/asp/2016/18/contents> |
| **Law, Policy and Rules of****Procedure** on key regulatoryfunctions | Hard copy on request or via our website<https://landcommission.gov.scot/about-us/what-we-do> <https://landcommission.gov.scot/our-work/tenant-farming/codes-of-practice>  |
| **Annual Business Plan / Strategic Plan****& Programme of Work** | Hard copy on request or via our website<https://landcommission.gov.scot/about-us/what-we-do>  |
| **Commissioners Meetings** held in publicand minutes of the commissionersmeetings | Hard copy on request or via our website<https://landcommission.gov.scot/about-us/board-meetings>  |
| **Consultation Documents** | <https://landcommission.gov.scot/all-publications>  |

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| **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). |
| **The information we publish under****this class** | **How to access the information** |
| **Annual Accounts –** incorporated into the Scottish Land Commissions Annual Reports | Hard copy on request or via our website[Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b53a738efe_AR%2022-23%20English_FINAL.pdf) [Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b5e6890217_AR%2022-23%20Gaelic%20FINAL%20VERSION.pdf) |
| **Finance Guidance** – ScottishPublic Finance Manual | Available via the [Scottish Government](http://www.gov.scot/Topics/Government/Finance/spfm/Intro)– 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 or via our website[Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b53a738efe_AR%2022-23%20English_FINAL.pdf) [Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b5e6890217_AR%2022-23%20Gaelic%20FINAL%20VERSION.pdf) |
| **Framework Document** **Strategic Plan &** **Programme of Work** | [Framework Agreement](https://www.landcommission.gov.scot/downloads/61f7c049b7eb9_Scottish%20Land%20Commission%20-%20Revised%20Framework%20Document%202021%20~.pdf) <https://landcommission.gov.scot/about-us/what-we-do>  |
| **Commissioners Remuneration** | Hard copy on request or via our website[Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b53a738efe_AR%2022-23%20English_FINAL.pdf) [Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b5e6890217_AR%2022-23%20Gaelic%20FINAL%20VERSION.pdf) |
| **Procurement** | Accessible via the Scottish Government Publication Scheme<http://www.gov.scot/Topics/Government/Procurement/freedom-of-information/publication-scheme> <https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx>  |
| **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 An Lochran, Inverness Campus, Inverness and are subject to the Health and Safety Policy which HIE operate for that location on behalf of all occupants. Hard copy available on request. |
| **Anti-Fraud policy** | Available on request |
| **Research Ethics Policy** | Hard copy on request or via our website [652ff3460087f\_Research Ethics Policy 2022 v2.pdf (landcommission.gov.scot)](https://www.landcommission.gov.scot/downloads/652ff3460087f_Research%20Ethics%20Policy%202022%20v2.pdf)[Research quality assurance policy](https://www.landcommission.gov.scot/downloads/652ff3315bfdc_Research%20Quality%20Assurance%20Policy%202022.pdf) |

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| **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<http://www.gov.scot/Topics/Government/Procurement/freedom-of-information/publication-scheme> <https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx>  |
| **Contracts Awarded** | <https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx>  |
| **Framework Document**  | [Framework Agreement](https://www.landcommission.gov.scot/downloads/61f7c049b7eb9_Scottish%20Land%20Commission%20-%20Revised%20Framework%20Document%202021%20~.pdf) |

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| **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** | Hard copy on request or via our website[Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b53a738efe_AR%2022-23%20English_FINAL.pdf) [Scottish Land Commission's Annual Report & Accounts 2022-23](https://www.landcommission.gov.scot/downloads/655b5e6890217_AR%2022-23%20Gaelic%20FINAL%20VERSION.pdf) |
| **Law, Policy and Rules of Procedure** | Hard copy on request or via our website<https://landcommission.gov.scot/about-us/what-we-do>  |
| **Corporate Plan****Strategic Plan****& Programme of Work** | Hard copy on request or via our website<https://landcommission.gov.scot/about-us/what-we-do>  |
| **Commissioners Meetings** held in public andminutes of the commissioners meetings | Hard copy on request or via our website<https://landcommission.gov.scot/about-us/board-meetings>  |
| **Consultation Documents** | Hard copy on request or via our website<http://landcommission.gov.scot/publications-consultations-research/> |
| **Equality Reports** | Not currently available |

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| **CLASS 8: OUR COMMERCIAL PUBLICATIONS** |
| **Class description:**Information packaged and made available for sale on a commercial basis and sold at market valuethrough 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. |

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| **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 Re-use of Scottish Land Commission Public Sector InformationThe Scottish Land Commission is an executive non-departmental public body set up by the [Land Reform (Scotland) Act 2016](https://landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdfhttps%3A//landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdf).The [Land Reform (Scotland) Act 2016](http://landcommission.gov.scot/wp-content/uploads/2017/03/Land-Reform-Scotland-Act-2016.pdf) provides for: a [Land Rights and Responsibilities Statement](http://www.gov.scot/Resource/0052/00525166.pdf), the establishment of the Scottish Land Commission and within it the role of the Tenant Farming Commissioner, information to be collected about persons with a controlling interest in land owners and tenants, Ministers to issue guidance on engaging communities in decisions relating to land, and a variety of provisions concerning agricultural holdings, access rights, deer management and common good land.[Model publication scheme](https://landcommission.gov.scot/corporate-documents/)Details of charges, if any can be found here <https://landcommission.gov.scot/openness/>To request re-use of information please contact: enquiries@landcommission.gov.scot  |