



SCOTTISH LAND COMMISSION
COIMISEAN FEARAINN NA H-ALBA

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 January 2019, it will be reviewed in June 2019 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



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- 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 Hamish Trench, 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: 01463 423 300

E: info@landcommission.gov.scot

W: 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.



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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: 01463 423 300 E: info@landcommission.gov.scot W: www.landcommission.gov.scot
Opening Hours For Our Office Are: 09.00 –17:00 Monday to Thursday 09.00 – 16:30 Friday Closed for public holidays	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 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	T: 01463 423 300 E: info@landcommission.gov.scot
Publication Scheme and Guide to Information	Hard copy on request or via our website http://landcommission.gov.scot/openness/



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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/ https://landcommission.gov.scot/wp-content/uploads/2017/12/Standing-Orders-November-2017.pdf www.landcommission.gov.scot/meetings
Code of conduct for non-departmental public bodies and Register of Interests	Hard copy on request or via http://landcommission.gov.scot/wp-content/uploads/2017/10/Code-of-conduct-members-web.pdf 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



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	<p>https://landcommission.gov.scot/pub/register-of-interest/</p> <p>https://landcommission.gov.scot/wp-content/uploads/2017/12/Standing-Orders-November-2017.pdf</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>
Strategic Plan & Programme of work	<p>Hard copy on request or via our website http://landcommission.gov.scot/strategic-plan/</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>
Internal and external audit	<p>Scottish Land Commissions internal audit will be completed by BDO. External audit will be completed by Audit Scotland.</p>
Anti-Fraud Policy	<p>https://landcommission.gov.scot/wp-content/uploads/2018/06/Anti-fraud-policy.pdf</p>



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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	<p>Via our website</p> <p>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>Hard copies available from Her Majesty's Stationary Office (HMSO)</p> <p>http://www.legislation.gov.uk/asp/2016/18/contents</p> <p>Hard copy on request or via our website</p> <p>https://landcommission.gov.scot/strategic-plan/</p> <p>http://landcommission.gov.scot/about-us/what-we-do/</p>
Law, Policy and Rules of Procedure on key regulatory functions	<p>Hard copy on request or via our website</p> <p>http://landcommission.gov.scot/tenant-farming/codes-of-practice/</p>
Leaflets and Factsheets	<p>Hard copies on request or via our website</p> <p>www.landcommission.gov.scot/tenant-farming/reviews-and-reports</p> <p>http://landcommission.gov.scot/publications-consultations-research/</p> <p>http://landcommission.gov.scot/tenant-farming/codes-of-practice/</p>
Code of Conduct for Members	<p>http://landcommission.gov.scot/wp-content/uploads/2017/10/Code-of-conduct-members-web.pdf</p>



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Annual Business Plan/ Strategic Plan & Programme of work	Hard copy on request or via our website http://landcommission.gov.scot/strategic-plan/
Annual Report	Hard copy on request or via our website https://landcommission.gov.scot/wp-content/uploads/2018/11/Scottish-Land-Commission-Annual-Report-18-19-Final-ENGLISH.pdf https://landcommission.gov.scot/wp-content/uploads/2018/11/SLC-AR_gaelic_28.9.18.pdf
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 a quarterly basis. https://landcommission.gov.scot/openness/
Complaints	https://landcommission.gov.scot/openness/ T: 0300 244 4452 E: info@landcommission.gov.scot
Press Releases	Hard copy on request or via our website http://landcommission.gov.scot/news-events/
Research Ethics Policy	Hard copy on request or via our website http://landcommission.gov.scot/wp-content/uploads/2017/08/Research-ethics-policy-web.pdf

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.



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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 http://landcommission.gov.scot/tenant-farming/codes-of-practice/
Annual Business Plan / Strategic Plan & Programme of Work	Hard copy on request or via our website http://landcommission.gov.scot/strategic-plan/
Commissioners Meetings held in public and minutes of the commissioners meetings	Hard copy on request or via our website https://landcommission.gov.scot/board-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).

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 https://landcommission.gov.scot/wp-content/uploads/2018/11/Scottish-Land-Commission-Annual-Report-18-19-Final-ENGLISH.pdf



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	https://landcommission.gov.scot/wp-content/uploads/2018/11/SLC-AR_gaelic_28.9.18.pdf
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 or via our website https://landcommission.gov.scot/wp-content/uploads/2018/11/Scottish-Land-Commission-Annual-Report-18-19-Final-ENGLISH.pdf https://landcommission.gov.scot/wp-content/uploads/2018/11/SLC-AR_gaelic_28.9.18.pdf
Framework Document	https://landcommission.gov.scot/wp-content/uploads/2018/05/Scottish-Land-Commission-Framework-Documents-Approved-by-Ministers.pdf
Strategic Plan & Programme of Work	http://landcommission.gov.scot/strategic-plan/
Commissioners Remuneration	Hard copy on request or via our website https://landcommission.gov.scot/wp-content/uploads/2018/11/Scottish-Land-Commission-Annual-Report-18-19-Final-ENGLISH.pdf https://landcommission.gov.scot/wp-content/uploads/2018/11/SLC-AR_gaelic_28.9.18.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



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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.
Anti-Fraud policy	https://landcommission.gov.scot/wp-content/uploads/2018/06/Anti-fraud-policy.pdf
Research Ethics Policy	Hard copy on request or via our website https://landcommission.gov.scot/wp-content/uploads/2017/09/Research-ethics-policy-v0.3.pdf

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



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Framework Document	https://landcommission.gov.scot/wp-content/uploads/2018/05/Scottish-Land-Commission-Framework-Documents-Approved-by-Ministers.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 https://landcommission.gov.scot/wp-content/uploads/2018/11/Scottish-Land-Commission-Annual-Report-18-19-Final-ENGLISH.pdf https://landcommission.gov.scot/wp-content/uploads/2018/11/SLC-AR_gaelic_28.9.18.pdf
Law, Policy and Rules of Procedure	Hard copy on request or via our website http://landcommission.gov.scot/corporate-documents/
Corporate Plan Strategic Plan & Programme of Work	Hard copy on request or via our website http://landcommission.gov.scot/strategic-plan/
Commissioners Meetings held in public and minutes of the commissioners meetings	Hard copy on request or via our website https://landcommission.gov.scot/board-meetings/
Consultation Documents	Hard copy on request or via our website http://landcommission.gov.scot/publications-consultations-research/
Equality Reports	To be carried out by Scottish Government 2018

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.



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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
<p>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.</p> <p>The Scottish Land Commission will make available when possible.</p> <ul style="list-style-type: none">• Open data publication plan• links to data sets and their metadata <p>Re-use of Scottish Land Commission Public Sector Information</p> <p>The Scottish Land Commission is an executive non-departmental public body set up by the Land Reform (Scotland) Act 2016.</p> <p>The Land Reform (Scotland) Act 2016 provides for: a Land Rights and Responsibilities Statement, 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.</p> <p>Model publication scheme</p> <p>Details of charges, if any can be found here https://landcommission.gov.scot/openness/</p> <p>To request re-use of information please contact: enquiries@landcommission.gov.scot</p>	