

PERTH AND KINROSS LICENSING BOARD

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 they publish and whether information is available free of charge or on payment

Perth and Kinross Licensing Board has adopted the **Model Publication Scheme (the MPS)**, which was approved by the Scottish Information Commissioner on 1 November 2018. This guide was last updated in February 2019.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/MPS or by contacting us at the address below if you prefer a copy to be provided to you in another format.

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

Published information

Please note that "published" information can be defined as information which is:

- i. Already produced and prepared and
- ii. Available to anyone to access easily without having to make a request for it

Research and information services which involve the commissioning of new information are not "publications"

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 Perth and Kinross Licensing Board 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 Perth and Kinross Licensing Board does not hold the copyright in information we publish, we will make this clear.

Requests for published information to be re-used will be considered on a case by case basis in line with the Re-Use of Public Sector Information Regulations 2015.

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 except where there is a statutory fee, for example, for licensing applications.

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 tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A3	15p
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A3	25p
A4	20p

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

Postage costs will be recharged at the rate we pay to send the information to you. Our charge is for sending information by Royal Mail 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.

We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are 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.

Contact us

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

Freedom of Information Team
Perth and Kinross Council
2 High Street
Perth
PH1 5PH

Tel: 01738 477933
Fax: 01738 477939
Email: foi@pkc.gov.uk

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.

Terms used

Term used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information MPS Principles	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
Classes of information	The six key principles with which all information published under the MPS must comply
Notification form	Nine broad categories describing the types of information authorities must publish (if they hold it)
	The form an authority must submit to notify the Commissioner of its adoption of the MPS

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 may make a request to us for that information.

The classes are:

- Class 1: About Perth and Kinross Licensing Board
- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications
- Class 9: Our open data

CLASS 1: ABOUT PERTH AND KINROSS LICENSING BOARD

Class description:

Information about Perth and Kinross Licensing Board 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 includes:

Note – not all of this information is currently published on our website but copies are available on request

[Licensing Board Policy Statement](#)

[Scheme of Delegation](#)

Contact details – [alcohol licensing](#)

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 includes:

Note – not all of this information is currently published on our website but copies are available on request

[Alcohol licence application forms and guidance notes](#)

[Alcohol licensing submitted applications list](#)

[Public licensing register](#)

[Personal licence refresher training](#)

[Licensing Board Mainstreaming report](#)

[Licensing Board Equality Outcomes](#)

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 includes:

Note not all of this information is not currently published on our website but copies are available on request

[Agendas, meeting minutes and reports to the Board](#)

CLASS 4: WHAT WE SPEND AND HOW WE SPEND 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 includes:

[Board Financial Report](#)

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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 Perth and Kinross Licensing Board
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The information we publish under this class includes:
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We do not hold or publish any information under this class
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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
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The information we publish under this class:

We do not hold or publish any information under this class
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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 includes:
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We do not hold or publish any information under this class
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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 value through a retail outlet e.g. bookshop, museum or research journal.
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The information we publish under this class
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We do not hold or publish any information under this class
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CLASS 9: OUR OPEN DATA

Class description:
The open data we make available 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 includes:
We do not hold or publish any information under this class

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