

# MIDLOTHIAN LICENSING BOARD

## Publication Scheme

### Introduction

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 whether information is available free of charge or on payment.

Midlothian Licensing Board (the Board) has adopted the Model Publication Scheme produced and approved by the Scottish Information Commissioner on 31 May 2017.

### Guide to Information

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 access to the information
- explain how to request information that has not been published.

The guidance is split into the following six sections:

- availability and formats;
- exempt information
- copyright and re-use;
- charges
- contact details; and
- the classes of information

### ***Availability and formats***

The information published through this scheme is, wherever possible, be available on the authority's website. We can offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at the authority's premises. We can, for example, arrange to send out information in paper copy on request (although there may be a charge for this).

### ***Exempt information***

If the information described by the classes below cannot be published and is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we may withhold the information or provide a redacted version for publication and explain why we have done so.

### ***Copyright and re-use***

Where the Board holds 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 Board does not hold the copyright in information it publishes, this will be made clear.

### **Charges**

Unless otherwise specified in the classes of information, all information contained within our publication scheme is available from us free of charge where it can be downloaded by you from our website.

We reserve the right to impose charges for providing information in paper copy, by e-mail or on computer disc. Charges will reflect the costs to the Board of retrieval, reproduction and postage, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

#### Reproduction costs

Black and white copy	10p per A4 side of paper
Colour copy	30p per A4 side of paper
Black and white copy	20p per A3 side of paper
Colour copy	60p per A3 side of paper
Large size plans/maps	A1 plans £2.40 A0 plans £2.50
NB Where Midlothian Council is asked to reproduce information under the publication scheme then the first 20 sheets of each request will be provided free of charge.	
Alternative formats	
Computer discs	£1 per CD-Rom / DVD

We will pass on postage charges to the requester at the cost to the Board of sending the information by first class post or overseas by airmail.

An exception is made for commercial publications (see Class 8 below) where pricing is on a retail basis.

### **Contact details**

You can contact us for assistance with any aspect of this scheme, the authority's Guide to Information and to request copies of the authority's published information.

Midlothian Licensing Board,  
Midlothian House  
Buccleuch Street  
Dalkeith  
EH22 3JD

e-mail: [contactcentre@midlothian.gov.uk](mailto:contactcentre@midlothian.gov.uk)

telephone 0131 270 7500

We will also provide advice and assistance to anyone who wants to request information which is not published.

### ***The Classes of Information***

Once published, information below will be available for the current and previous two financial years. Where information has been updated or superseded, only the current version will be available but previous versions may be requested from the authority.

<b>CLASS 1: ABOUT MIDLOTHIAN LICENSING BOARD</b>
Class description: Information about Midlothian Licensing Board, who we are, where to find us, how to contact us, how we are managed and our external relations.
Available on the Licensing Board pages on the Midlothian Council website:  <a href="#">Midlothian Licensing Board</a>  If you have any enquiries about licensing please contact us at:  Midlothian Licensing Board, Midlothian House Buccleuch Street Dalkeith EH22 3JD  e-mail: <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>  telephone 0131 270 7500

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>
Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.
Available on the Licensing Board pages on the Midlothian Council website:  <a href="#">Midlothian Licensing Board</a>

### **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.

Our decisions, including the minutes of Board will be available on the Licensing Board pages on the Midlothian Council website:

[Midlothian Licensing 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).

Details of our spending on an annual basis are published on the Licensing Board pages on the Midlothian Council website:

[Midlothian Licensing Board](#)

### **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 the authority.

The services commissioned by the Board will be delivered by Midlothian Council. The Board does not therefore hold any information within this class but information can be found through the Council's o publication scheme.

<https://www.midlothian.gov.uk/>

## **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.

The services commissioned by the Board will be delivered by Midlothian Council. The Board does not therefore hold any information within this class but information can be found through the Council's publication scheme.

<https://www.midlothian.gov.uk/>

## **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.

Available on the Licensing Board pages on the Midlothian Council website:

[Midlothian Licensing Board](#)

## **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 Board does not create information within this class.

## **CLASS 9: OUR OPEN DATA**

### **Class description:**

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence

It is the aim of the IJB to make increasing amounts of our data freely and widely available via these web pages. The IJB has adopted the UK government's approach to Open Data Standards in that data should be published to a minimum of 3 stars in the Government's [5 star rating scheme \(Opens in a new window\)](#).

This means our data is easily accessible and available to re-use as required under the [Open Government Licence \(Opens in a new window\)](#). We are working hard to ensure all our published datasets meet this standard.

