

PACIFIC SHELF 826 LIMITED

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

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.

Pacific Shelf 826 Limited has adopted the Model Publication Scheme produced and approved by the Scottish Information Commissioner on 31 May 2017.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or 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

Pacific Shelf 826 Limited has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder.

Where Pacific Shelf 826 Limited does not hold the copyright in information we publish, we will make this clear in this guide.

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)
A1	£2.40	£2.50
A2	£2.40	£2.50
A3	£0.20	£0.60
A4	£0.10	£0.30
A5	£0.10	£0.30

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

We will recharge any postage costs at the rate we paid to send the information to you.

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 on any other costs 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:

Alan Turpie

C/o Midlothian Council

Midlothian House

Buccleuch Street

Dalkeith

EH22 1DN

Alan.turpie@midlothian.gov.uk

0131 271 3667

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.

CLASS 1: ABOUT PACIFIC SHELF 826 LIMITED
Class description: Information about Pacific Shelf 826 Limited, 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	How to access it
Memorandum and Articles of Association	Available for inspection in Midlothian House and extracts in hard copy.
Certificate of Incorporation	Available for inspection in Midlothian House and extracts in hard copy.
Register of Members	Available for inspection in Midlothian House and extracts in hard copy.

Register of Directors	Available for inspection in Midlothian House and extracts in hard copy.
Register of Secretaries	Available for inspection in Midlothian House and extracts in hard copy.

CLASS 2: HOW PACIFIC SHELF 826 LIMITED 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 it
Directors reports and Financial Statements	Available for inspection in Midlothian House and extracts in hard copy.

CLASS 3: HOW PACIFIC SHELF 826 LIMITED TAKES DECISIONS AND WHAT IT HAS DECIDED

<p>Class description:</p> <p>Information about the decisions we take, how we make decisions and how we involve others</p>
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The information we publish under this class	How to access it
Minutes of Meetings	Available for inspection in Midlothian House and extracts in hard copy.

<p>CLASS 4: WHAT PACIFIC SHELF 826 LIMITED SPENDS AND HOW IT SPENDS IT</p>
<p>Class description:</p> <p>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.</p>

The information we publish under this class	How to access it
Directors Reports and Financial Statements	Available for inspection in Midlothian House and extracts in hard copy.

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CLASS 5: HOW PACIFIC SHELF 826 LIMITED MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources of Pacific Shelf 826 Limited

The information we publish under this class	How to access it
None	N/A

CLASS 6: HOW PACIFIC SHELF 826 LIMITED 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 it
None	N/A

CLASS 7: HOW PACIFIC SHELF 826 LIMITED IS PERFORMING	
Class description: Information about how Pacific Shelf 826 Limited performs as an organisation, and how well it delivers its functions and services	

The information we publish under this class	How to access it
Directors Reports and Financial Statements	Available for inspection in Midlothian House and extracts in hard copy.

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 it
None	N/A

<p>CLASS 9: OUR OPEN DATA</p>
<p>The Information we publish under this class:</p> <p>Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.</p>
<p>Class description:</p> <p>It is the aim of the company to make increasing amounts of our data freely and widely available via these web pages. Pacific Shelf 826 Ltd 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).</p> <p>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.</p>