

STIRLING COUNCIL

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 and what it might cost.

Stirling Council has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner. This Guide to Information has been prepared to take account of the Model Publication Scheme 2017 which was produced and approved by the Scottish Information Commissioner on 31 May 2017.

You can see this scheme on the Scottish Information Commissioner's website at <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx> or by contacting Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS. Alternatively, you can contact Stirling Council at: foi@stirling.gov.uk and we can assist you in accessing the Commissioner's Model Publication Scheme.

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 Stirling Council 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 Stirling Council 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 except where there is a statutory fee, for example, for access to registers.

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	£0.29
A4	£0.15

Colour photocopying

Size of paper	Pence per sheet of paper
A3	£0.99
A4	£0.50

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.

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:

Records & Information Governance Team
Stirling Council, Viewforth, Stirling FK8 2ET
Tel: 01786 442926
Email: foi@stirling.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.

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.

CLASS 1: ABOUT STIRLING COUNCIL

Class description:

Information about Stirling Council, 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:

About Elected Members

[Councillors](#) – ward map, surgeries, registered interests, committee membership
[Provost](#)

About the Council structure

[Council – general information](#)
[Council departments](#)
[Council structure](#)

How to contact us

[Consultations, Complaints and Compliments](#)
[Contacting us](#)

External relations

[Media](#)
[News or press releases](#)
[Social media](#)

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:

[Jobs, Business, Investment](#)

[Advice and support for businesses](#)
[Business rates](#)
[Estates & Commercial Property](#)
[Conference, meeting and event venues](#)
[Health and safety](#)
[Procurement](#)
[Trading standards](#)

Community and leisure

[Arts and entertainment](#)

[Community advice](#)

[Community Centres](#)

[Crime prevention and community safety](#)

Dog Shelter - Bandeath

Libraries and archives

Local history and heritage

Museums and galleries

Parks, gardens and open spaces

Services and advice for older people

Services and advice for young people

Sport, sports clubs and leisure centres

Voluntary organisations and support groups

Your Community

Council, Democracy and Elections

Benefits

Birth, marriage/civil partnership and death

Council and government grants

Council tax

Emergencies and emergency services

Equality, diversity and citizenship

Events and festivals

Regeneration

Council policies

Children & Families Social Care Policies

- [Continuing Care Policy](#)

Clackmannanshire & Stirling Health & Social Care Partnership and Integration Joint Board Policies

- [Non-Residential Adult Social Care Charging Policy](#)

Communities & Performance Policies

- [British Sign Language Plan](#)
- [Commissioning and Procurement Annual Report 2018](#)
- [Commissioning and Procurement Strategy 2018 – 2021](#)
- [Community Use of Schools Policy and Strategy](#)
- [Customer Service Strategy 2014 – 2019](#)
- [Equalities Outcomes](#)
- [Equalities Policy Framework](#)
- [Internet Policy](#)
- [Media Policy](#)

Economic Development & Communities Policies

- [Stirling Council Open Data Policy](#)
- [Stirling Enterprise Park Limited - Diversity Policy](#)
- [Employability Strategy](#)
- [Libraries and Archives Strategy](#)
- [Sport, Physical Activity and Health Living Strategy for Stirling](#)

Environment & Place Policies

- [Stirling Council Speed Limit Policy](#)
- [Responsible Driver Policy](#)
- [Vehicle Use Policy - Travel Between Work and Home](#)
- [Street Lighting Policy](#)
- [Roads Asset Management Policy \(2016 - 2020\)](#)
- [Winter Service Policy](#)
- ['A' Board Advertising Policy](#)
- [Strategy for Cemeteries and Burial Grounds](#)

Finance Policies

- [Treasury Management Financial Strategy 2018/19](#)
- [General Fund Reserves Strategy](#)
- [Financial Regulations Review 2018](#)

Governance Policies

- [Whistleblowing Policy](#)
- [Local Code of Practice: Following the Public Pound and Funding of External Bodies](#)
- [Policy for the Display of Election Material](#)
- [Internal Audit Charter](#)
- [Policy on Covert Surveillance \(RIPSA\)](#)
- [Statement of Licensing Policy](#)
- [Statement of Gambling Policy](#)
- [Taxi Vehicle Specification Policy](#)
- [Private Hire Vehicle Specification Policy](#)
- [Taxi Vehicle License Policy](#)

Housing Policies

- [Repairs Policy](#)
- [Rent Arrears Policy - Changes to Rent and Income Management](#)
- [Housing in Multiple Occupation - Overprovision Policy](#)
- [Short Scottish Secure Tenancy Policy](#)
- [Abandonment Storage of Goods Policy](#)
- [Assignment Policy](#)
- [Joint Tenancy Policy](#)
- [Succession Policy](#)
- [Allocation Policy](#)
- [Fencing Policy](#)

Human Resourcing & Organisational Development Policies

- [Code of Conduct](#)
- [Addiction Policy and Drug and Alcohol Testing](#)
- [Alcohol Policy](#)
- [Attendance Capability Procedure](#)
- [Disciplinary Policy](#)
- [Paternity Leave Policy](#)
- [Recruitment and Selection Policy](#)
- [Registration Policy](#)
- [Secondary Employment Policy](#)
- [Social Media Policy](#)
- [Supporting Attendance Policy with Menopause Procedure](#)
- [Workstyles Policy](#)
- [Gender Based Violence Policy Including Domestic Abuse](#)

- [Organisational Change Policy](#)
- [Equal Opportunities in Employment Policy](#)
- [Policy for Time Off for Trade Union Duties, Activities and Training](#)
- [Asbestos Policy](#)
- [Health and Safety Policy](#)
- [Risk Management Policy](#)
- [Naloxane \(Prenoxad\) Policy](#)

Infrastructure Policies

- [Quality Policy for Building Standards](#)
- [Development Road Hierarchy Policy](#)
- [Disposal of Land and Property Less than Best Value](#)
- [Street Naming, Numbering & Addressing Policy](#)
- [Local Development Plan \(Including Supplementary Guidance\)](#)
- [Policy for the Control of Unauthorised Advertising](#)
- [Open Space Strategy](#)
- [Stirling Public Space CCTV Policy Statement](#)
- [Sustainable Development Strategy Framework](#)
- [Climate Change Adaptation Strategy: Main Issues](#)
- [Stirling's Parking Policy & Community Parking Management Plans](#)
- [Local Transport Strategy 2017 – 2027](#)
- [Active Travel Action Plan](#)

Schools & Learning Policies

- [Accessibility Strategy](#)
- [Deferred Entry to School Policy](#)
- [Early Entry to School Policy](#)
- [Early Release from School Policy](#)
- [Parental Engagement Policy](#)
- [School Transport Policy](#)
- [Nursery Admissions and Charges Policy](#)
- [Placing Request Policy](#)
- [Digital Learning Strategy](#)
- [Safeguarding and Child Protection Guidance and Procedures](#)
- [Positive Approach to Preventing and Managing School Exclusions Guidance and Procedures](#)
- [Stirling's Approach to Respect for All: Preventing and Challenging Bullying Behaviours](#)
- [Organisation of Classes Policy](#)
- [Admissions to School Policy](#)

Education and Learning

Adult education and community learning

Childcare, school and educational grants

Extra-curricular activities

Libraries and archives

Local history and heritage

Nurseries and playgroups

Parental support

Schools

Activities and support for young people

Housing

Adapting homes
Council housing
Council tax
Housing advice
Housing benefits and grants
Improvements and repairs
Local Housing Strategy
Local Offices
Multiple occupancy homes
Planning and building standards
Private housing
Supported and sheltered housing
Waste and recycling

Jobs and Careers

Careers advice
Equality in employment
Employability

Legal and Licensing

Animal regulations and licences
Birth, marriage/civil partnership and death
Data protection and freedom of information
Environment and pollution regulations
Environmental health
Fire safety regulations
Health and safety
Licences, permits and permissions
National Fraud Initiative
Police, courts and criminal justice
Trading standards

Planning and the Environment

Animal welfare and pest control
Conservation
Countryside, farming and wildlife
Environmental health
Parking and car parks
Parks, gardens and open spaces
Planning and building standards
Pollution
Private housing
Roads and Pavements
Street care and cleaning
Sustainable development
Waste and recycling
Emergencies and emergency services

[Social care and health](#)

Asylum, immigration and citizenship
Care and carers
Childcare and family care
Community transport
Criminal justice social work
Disabilities and adapting homes
Domestic violence
Fostering, adopting and looked after children
Grants for disabled people
Health and medical information
Health and safety
Help for adults
Home care
Mental health
Parental support
Services and advice for older people
Services and advice for young people

[Tourism and Visitors](#)

Accommodation
Attractions
Countryside facilities and wildlife
Eating and Drinking
Events and festivals
Local history and heritage
Museums and galleries
Parks, gardens and open spaces
Sports and outdoor pursuits
Tourist Information
Tours, cruises and itineraries
In and around Stirling

[Roads, Transport and Streets](#)

Environment-friendly transport
Journey planning and timetables
Parking and car parks
Public and community transport
Road Safety
Roads and Pavements
Street care and cleaning
Town centre management
Transport policy

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:

Council and Committees

[Council and Committee decisions and agendas](#)

[Committees](#) – programme of meetings, membership, portfolios and portfolio holders

Key priorities

[Council key priorities](#)

Getting involved

[Consultations](#)

[Petitions](#)

[Elections and voting](#)

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:

[Annual Accounts](#)

[Councillors expenses](#) – annual statement and register of expenses

Details of salaries of councillors and senior employees are contained in the Remuneration report published in the [annual accounts](#)

[Council Tax](#)

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 Stirling Council.

The information we publish under this class:

Human resources

[Jobs and careers](#)

[Jobs at the Council](#)

Staff policies

[Code of Conduct](#)

[Employment and training initiatives](#)

[Equality and diversity](#)

Information resources

[Data protection](#)

[Freedom of Information](#)

[Records Management](#)

[Open Data](#)

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

[Contract awards](#)

[Contracts register](#)

[Current opportunities](#)

[Procurement](#) – including Procurement Strategy, comments and complaints procedure, frequently asked questions and news

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

[Annual reporting](#)

[Council performance](#)

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.

We do not currently publish any information under 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.

Stirling Council's Open Data project is being delivered in collaboration with the other six Scottish cities (Aberdeen, Dundee, Edinburgh, Glasgow, Perth and Inverness) which, as a group, are referred to as the "8th City Data Cluster Programme". The Programme is managed on behalf of the Scottish Cities Alliance by a Lead Partner, the City of Glasgow Council, and match funded through the European Regional Development Fund (ERDF) by the Scottish Government acting as Managing Authority.

In keeping with Stirling Council's Open Data Policy, an Open Data platform for Stirling has been launched, and will be updated with datasets.

[Open Data Policy](#)

[Open Data platform](#)