

STIRLING COUNCIL

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

Last Reviewed: 28th February 2019

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 2018 which was produced and approved by the Scottish Information Commissioner on the 1st November 2018.

You can see this scheme on the [Commissioner's website](#) at or by contacting us at the address below.

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14-20 Pitt Terrace
Stirling FK8 2ET

Tel: 01786 233988

Email Us: dprequests@stirling.gov.uk

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.

Terms Used in this Guide

FOISA	The Freedom of Information (Scotland) Act 2002. This act gives you the right to ask for and receive information from Stirling Council.
MPS	Stirling Council adopt the Model Publication Scheme as a standard framework for publishing information under Section 23 of the FOISA.
Guide to Information	This Guide that helps to support individuals to access information that is held by Stirling Council
Classes of Information	The nine categories of information that are published by Stirling Council under the MPS
Open Data	Data made available by Stirling Council, as described by the Scottish Government's Open Data Resource Pack and available under an open licence

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 Compliance 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

[Council and Councillors](#) – including ward map

[Your Councillors](#)

[Provost](#)

About the Council structure

[Council – general information](#)

[Council departments and structure](#)

How to contact us

[Complaints](#)

[Contacting us](#)

External relations

[Media policy](#)

[News or press releases](#)

Social media Channels, [Facebook](#), [Twitter](#), [YouTube](#)

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

[Trading Standards](#) including [Business Advice](#), [Consumer Advice](#) and [Licences and Registration](#)

[Business Rates](#)

[Commercial Land & Property](#)

[Health & Safety at Work](#)

[Jobs and Careers](#) including [Current Vacancies](#)

Community & Leisure

[Community Councils](#)

[Support to Communities](#)

[Safe Communities](#)

[Community Planning](#)

[Community Empowerment](#)

[The Outdoors](#)- including [Allotments](#), [Parks](#), and [Fishing](#)

[Arts & Entertainment](#)

[Book a Centre or Hall](#)

[Sport in Stirling](#)

[Dog Shelter](#)

Libraries & Archives

[Your local library](#)

[How to join the library](#)

[Library Events](#)

[Online Resources](#)

[Archives](#)

[History & research](#)

[Learning Centres](#)

Council and Democracy

[Council & Government Grants](#)

[Politicians, Elections & Democracy](#)

[Equality & Diversity](#)

[Complaints](#)

[Consultations](#)

[Information, Performance & Statistics](#)

[Events and Festivals](#)

Learning & Education

[Policies & Plans](#)

[Learning & Employability](#)

[Skills & Youth Employment](#)

[Additional Support Needs & Wellbeing](#)

[Early Learning and Childcare](#)

[Schools](#)

[School Uniforms, Free Meals & EMA](#)

[Music Tuition](#)

[Extra-curricular Activities](#)

Housing & Council Tax

[Adapting Homes](#)

[Council Housing](#)

[Homelessness Advice](#)

[Housing Repairs](#)

[Multiple Occupancy Homes](#)

[Scottish Welfare Fund](#)

[Steadfast Homes](#)

[About Council Tax](#)

[Account enquiries & payments](#)

[Council Tax Banding](#)

[Council Tax Charges](#)

[Exemptions, Discounts & Additional Charges](#)

[Landlords Information](#)

[Support When in Hospital](#)

Licensing & Legal

[Licences, Permits & Permissions](#)

[Registration Services](#)- including [Births](#), [Marriage](#) and [Civil Partnership](#)

[Cemeteries](#) including [Advice and Support](#)

[Environmental Health](#)

[Trading Standards](#)

Waste and Recycling

[Waste Strategy](#)

[Assisted Collections](#)

[Bin Dates](#)

[Bulky Uplifts](#)

[Commercial Waste](#)

[Home Composting](#)

[Household Waste](#)

[Litter & Fly-tipping](#)

[Recycling](#)

[What to Put in Your Bins](#)

Roads & Transport

[Roads & Pavements](#)

[Journey Planning & Timetables](#)

[Planned Road Closures](#)

[Blue Badge & Disabilities](#)

[Walking, Cycling & Horse Riding](#)

[Parking Zones and Permits](#)

Planning, Building & the Environment

[Planning](#)

[Building Standards](#)

[Sustainable Development](#)

[Flooding](#)

[Emergencies & Emergency Planning](#)

[Pest Control](#)

Social Care & Health

[Adult Care](#)

[Childcare & Family Care](#)

[Criminal Justice Social Work](#)

[Care & Carers](#)

[Adoption & Fostering](#)

[Mental Health](#)

[Transport for Disabled People](#)

[Domestic Violence](#)

[Policies & Plans](#)

Tourism & Visitors

[Stirling's History](#)

[Places to Visit](#)

[Things to do in and around Stirling](#)

[Attractions, Events & Venues](#)

[Places to Stay](#)

[Churches & Places of Worship](#)

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

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

[Minutes & Agendas](#)

[Scheme of Delegation \(29th June 2018\)](#)

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](#) – including Supporting Attendance, Code of Ethical Standards, Code of Conduct, Dignity at Work, Employee Counselling, Whistleblowing, Sustainable Travel, and Travel to Work guide.

[Health and Safety](#)

[Equality and diversity](#)

[Code of Conduct](#)

Information resources

[Data protection](#)

[Freedom of Information](#)

[Subject Access Requests](#)

[Records Management](#)

Physical Resources

[Waste and Recycling](#)

[Sustainable Development Strategy](#)

[Flood Reports](#)

[Housing Land Audit](#)

[Commercial Waste, Pollution & Recycling](#)

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](#) including 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 has been updated with datasets.

[Open Data Stirling Council](#)

[Open Data Policy](#)

[Open Data Platform](#)