Item: 5

Policy and Resources Committee: 18 February 2025.

Council Publication Scheme.

Report by Corporate Director for Strategy, Performance and Business Solutions.

1. Overview

1.1. Freedom of Information legislation requires public authorities to publish information under the "publication scheme" duty. Information should be available to the public so that it can be accessed without having to be requested.

1.2. Public authorities must adopt a publication scheme approved by the Scottish Information Commissioner. This scheme should make available the information that the public authority has committed to publish.

1.3. Periodic monitoring of authorities' compliance with the publication scheme duty is carried out by the Scottish Information Commissioner to ensure that published information is being kept up to date.

1.4. It was identified within the Strategy, Performance and Business Solutions' Directorate Delivery Plan that the Council's existing Publication Scheme should be reviewed and expanded. This would aim to both increase transparency and improve availability of information online. It would also significantly reduce bureaucracy in processing Freedom of Information requests.

2. Recommendations

2.1. It is recommended that members of the Committee:

   i. Note the updated Publication Scheme, attached as Appendix 1 to this report.
   ii. Delegate powers to the Head of Legal and Governance to keep the Publication Scheme under regular review and up to date as far as possible, and to continue to add appropriate additional information to the Scheme as and when this becomes available.

3. Background

3.1.   The Council has adopted the Scottish Information Commissioner's model Publication Scheme, but the list of published information available was last updated in 2020 and did not always provide clarity around the content of all the information that was referenced therein.

3.2.   The main benefits to an authority of providing a publication scheme are that it:

- Provides an efficient and effective way of evidencing good practice to the Scottish Information Commissioner.
- Focuses an authority's resources on making as much information available as possible to support the principles of the Freedom of Information (Scotland) Act 2002.
- Improves accessibility of information to the public and increases consistency across the public sector in the range of information available.
- Provides access to specific guidance to the public on obtaining information without having to resort to the route of a Freedom of Information request.

3.3.   In line with guidance from the Scottish Information Commissioner it is important to maintain the scheme once published and ensure a process to review published information, replace or update superseded information, and make available newly created information which falls within the scope of the scheme.

3.4.   A number of additional categories of information have been identified and have been added to the scheme, alongside some types of data already available via the Council website which had not previously been linked or referenced within the scheme.

3.5.   The revision of the Publication Scheme incorporating these additions, together with the addition of an updated Guide to Information, will increase accessibility and transparency, and will aid with the processing of Freedom of Information requests.

4. Information Governance Group

4.1.   Each of the Corporate Directorates has at least one nominated representative to attend the Council's Information Governance Group.

4.2.   The Information Governance Group meets every two months to provide a forum for discussion of issues arising in relation to information governance and records management, and to look at ways of driving forward improvement in data management and measures to reduce risk of data breaches.

4.3.   Discussions and consultation around the current Publication Scheme have been undertaken at Information Governance Group meetings, and suggestions made regarding additional types of data which could be made publicly available. This will remain a standing agenda item at Information Governance Group meetings going forward in order to enable ongoing development of types of published information to be added to the Scheme when appropriate.

For Further Information please contact:
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Implications of Report
1.   **Financial:** None arising directly from this report.
2.   **Legal:** None arising directly from this report.
3.   **Corporate Governance:** Not applicable.
4.   **Human Resources:** Not applicable.
5.   **Equalities:** An Equality Impact Assessment is not required for approval of this scheme.
6.   **Island Communities Impact:** An Island Communities Impact Assessment is not required for approval of this scheme.
7.   **Links to Council Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Council Plan strategic priorities:
      ☐Growing our economy.
      ☐Strengthening our Communities.
      ☐Developing our Infrastructure.
      ☒Transforming our Council.
8.   **Links to Local Outcomes Improvement Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following
      ☐Local Outcomes Improvement Plan priorities:
      ☐ Cost of Living.
      ☐ Sustainable Development
      ☐ Local Equality.
9.   **Environmental and Climate Risk:** Not applicable.
10.   **Risk:** Not applicable
11.   **Procurement:** Not applicable.
12.   **Health and Safety:** None arising directly from this report.
13.   **Property and Assets:** Not applicable.
14.   **Information Technology:** Not applicable.
15.   **Cost of Living:** Not applicable.

List of Background Papers

[Current OIC Publication Scheme - Information by Class](#)

Appendix

Appendix 1: Orkney Islands Council Publication Scheme and Guide to Information 2025.

Freedom of Information (Scotland) Act 2002

Guide to Information

And

Orkney Islands Council Publication Scheme

Document Information	
Document Name / Description	Guide to Information and OIC Publication Scheme
Version Number	V2.0
Author	Paul Kesterton – Information Governance Officer
Approval Date	
Summary of changes to document	

Date	Version Updated	New Version Number	Brief description of changes
24/01/2025	1.0	2.0	Updated to include additionally available information and descriptions of types of information published.

Introduction

Individuals can ask the Council to provide information that we hold and, provided it is both lawful and practical to do so, we will. In addition, the Freedom of Information (Scotland) Act 2002 requires all Scottish public authorities to produce and maintain a Guide to Information and Publication Scheme showing the types of information which are routinely available from the Local Authority, and where this can be located.

Guide to Information

Orkney Islands Council has adopted the Model Publication Scheme 2017 produced by the Scottish Information Commissioner.

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 of information.
- State what charges may be applied (for most information there is no charge).
- Explain how to find the information easily.
- Provide contact details for enquiries and how to get help with access to the information.
- Explain how to request information that we hold that has not been published.

Availability and formats

The information published by the Council is, wherever possible, available on our website. We can offer alternative arrangements for people who do not wish to, or who cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send out information to you in a 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 set out below. However, if a document contains information that is exempt under Scotland's freedom of information laws (for example it contains sensitive personal information or a trade secret), we may remove or redact the information before publication and explain why.

Copyright and re-use

Where Orkney Islands Council holds the copyright in its published information, the information (except logos) may be copied, reproduced and/or re-used without formal permission subject to your acceptance of the Open Government Licence for public sector information. This allows use and re-use of the information freely and flexibly with only a few conditions, such as:

- It is copied or reproduced accurately.

- It is not used in a misleading context; and
- The source of the material is identified.

The publication scheme may on occasion contain information where the copyright holder is not Orkney Islands Council. In most cases the copyright holder will be obvious from the documents, but in cases where copyright is unclear it is the responsibility of the person accessing the information to locate and seek the permission of the third-party copyright holder before reproducing the material.

Charges

Public bodies are able to charge limited fees for requests made under the Act, but unless otherwise indicated all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent electronically by email.

In the event that a payment is required for the information you want you will be advised of the charge and how it has been calculated.

Any charges made will reflect the actual costs of reproduction and postage as set out below.

Reproduction costs	
Black and white copy	15p per A4 sheet
Colour copy	30p per A4 sheet
Postage	
Charged at the cost to the Council of sending the information by first class post.	

Please note that if you are interested in a large printed document we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document.

We do not make any charges for the inspection of any of the information which is made available in this publication scheme.

Contact Us

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

Orkney Islands Council
School Place
Kirkwall
Orkney
KW15 1NY

Email: foi@orkney.gov.uk

Telephone: 01856 873535

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme. If you wish to make a request for information not contained in the publication scheme, please contact us using our email address.

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 ORKNEY ISLANDS COUNCIL

Class description:
Information about Orkney Islands Council – who we are, where to find us and contact details, how we are managed and our external relations.

The Information we publish under this class	How to access it
General Information	
About Us – general information about the Authority	https://www.orkney.gov.uk/your-council/
How to contact us	https://www.orkney.gov.uk/contact-us/
Our Structure – departmental management structure	OIC Structure and Remits
Community Care - Information on how to access reports and publications relating to Orkney Health and Care's community care services	Community Care Services and Performance
Children and Families – Information and reports relating to children and family	https://www.orkney.gov.uk/our-services/orkney-health-and-social-care-partnership/children-and-families/

The Information we publish under this class	How to access it
services and the Orkney child poverty strategy.	
Transport – Details of travel and infrastructure provided by the Local Authority.	https://www.orkney.gov.uk/our-services/transport/
Leisure facilities – list of sites including, community centres, playing fields, pools and sports centres, play areas and allotments.	https://www.orkney.gov.uk/our-services/leisure-and-culture/sport-and-leisure
Complaints and Compliments – Annual complaints reports, policies and complaints procedures.	https://www.orkney.gov.uk/your-council/complaints-compliments-and-feedback/
Building standards – includes registers of Building Warrants applied for and Completion Certificates issued, and performance monitoring of the Service.	https://www.orkney.gov.uk/our-services/planning-and-building/building-standards/
Housing – information on Council homes for rent, housing stock and tenants charter.	https://www.orkney.gov.uk/our-services/housing/
How the Authority is Run	
Committees – Diary of council meetings and committees.	https://www.orkney.gov.uk/your-council/our-meetings/committees-sub-committees-and-boards/
Constitution and Governance - Standing Orders and	Committees, Sub-committees and Boards

The Information we publish under this class	How to access it
main governance documents.	
Councillors Code of Conduct.	Code of Conduct for Elected Members
Declarations of Interest – list of elected members of the Council and their Declarations of Interest.	https://www.orkney.gov.uk/your-council/councillors/councillors/
Elections – previous election results and electoral arrangements.	https://www.orkney.gov.uk/your-council/elections/
Performance Monitoring – Annual performance reports produced by the Council.	https://www.orkney.gov.uk/your-council/how-were-performing/
Charges	
Charges – All fees charged by the Council in relation to Council services.	https://www.orkney.gov.uk/your-council/finances-services/council-charges/
Parking Charges – Location of Council run car parks and charges applied (OIC responsibility only applicable to off-street parking).	https://www.orkney.gov.uk/our-services/roads-lighting-and-parking/parking-and-car-parks/
Burial Services – charges for burial services, map of burial grounds and management plan.	https://www.orkney.gov.uk/our-services/law-and-licensing/births-marriages-deaths-and-burials/burial-services/

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	How to access it
Corporate Planning	
Corporate Strategic Plan – Council delivery plan setting out key priorities and actions and projects to meet them over the next five years.	https://www.orkney.gov.uk/your-council/our-plans/council-plan/
Community Planning – Orkney's Local Outcomes Improvement Plan.	orkney-community-plan-2025-2030-january-2025.pdf
Council Plans - Information on Orkney Islands Council's long term plan and Council risk register.	https://www.orkney.gov.uk/your-council/our-plans/
Orkney Local Development plan – Development plans, scheduled monuments in Orkney, historic properties in care and map of natural heritage sites.	https://www.orkney.gov.uk/our-services/planning-and-building/development-and-marine-planning-policy/development-planning-land/orkney-local-development-plan/
Other Associated Organisations	
Orkney Islands Area Licensing Board – Licensing Board information and policies.	https://www.orkney.gov.uk/your-council/our-meetings/committees-sub-committees-and-boards/orkney-islands-area-licensing-board/
Orkney and Shetland Valuation Joint Board	http://www.orkney-shetland-vjb.co.uk/

The information we publish under this class	How to access it
– performance indicators and statistics on Council Tax valuation rolls. Electoral registers.	
Orkney Ferries Limited – Fares, timetables and service information for Orkney's inter-island ferries.	https://www.orkneyferries.co.uk/
Orkney Towage Limited – Standard conditions for towage and other services and towage spec sheets.	https://www.orkneyharbours.com/services/towage

CLASS 3: HOW WE TAKE DECSIONS 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	How to access it
Councillors and committee memberships – List of elected member appointments to committees, sub-committees and other groups.	https://www.orkney.gov.uk/media/tp3f153c/elected-member-appointments.pdf
Orkney Islands Council Meetings Calendar – List of Council meetings, agendas and minutes.	https://www.orkney.gov.uk/your-council/our-meetings/
Public Consultations and Engagement –	https://www.orkney.gov.uk/your-council/get-involved/

The information we publish under this class	How to access it
List of current and previous consultation and engagement activity undertaken by Orkney Islands Council.	
Planning Decisions and Applications – Planning application details and appeals documents, including applications where an Environmental Impact Assessment has been carried out by the Council.	https://www.orkney.gov.uk/our-services/planning-and-building/planning/application-search-and-submission/
Alcohol Licensing - Orkney Islands Council's public registers for Premises and Personal licences.	https://www.orkney.gov.uk/our-services/law-and-licensing/licence-applications/alcohol-licensing/current-register-of-premises-and-personal-licences/

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:
Information about our strategy for, and management of, financial resources, to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
Financial Resources	
General Finance Information – Budgets and accounting, Orkney Islands Council key financial facts and figures.	https://www.orkney.gov.uk/your-council/finances-services/

The information we publish under this class	How to access it
Revenue Estimates - The Council's approved budgets are reflected in the Revenue Estimates document published annually by Orkney Islands Council.	https://www.orkney.gov.uk/your-council/finances-services/budgets-and-accounting/revenue-estimates/
Financial Statements – Statements and Financial Policies for Budget Allocation, Board Member Remuneration and Investment and Endowment Information.	https://www.orkney.gov.uk/your-council/finances-services/budgets-and-accounting/statement-of-accounts/
Financial Regulations and Expenses Policies and Procedures.	https://www.orkney.gov.uk/your-council/policies/financial-regulations/
Councillors' Records of Claims - includes costs for salaries and expenditure incurred by each Councillor on items such as travel expenses, information services and conference fees.	https://www.orkney.gov.uk/your-council/councillors/councillors/record-of-claims/
Pension fund annual reports.	https://www.orkney.gov.uk/your-council/finances-services/budgets-and-accounting/pension-fund-annual-reports/
Funding Awards Available from the Authority	
Financial assistance and advice	https://www.orkney.gov.uk/our-services/enterprise-and-economic-growth/business-development/financial-assistance-and-advice/
Council Grant and Funds – Information on the programme of grant support schemes which together aim to support Orkney businesses to	https://www.orkney.gov.uk/our-services/grants-and-funds/

The information we publish under this class	How to access it
increase employment and strengthen the Orkney Economy.	
Grants, Education and Maintenance Allowances and Bursaries – Details on funding available to support students.	https://www.orkney.gov.uk/our-services/education-and-learning/grants-emas-and-bursaries/
Scottish Welfare Fund – Information on crisis and community care grants.	https://www.orkney.gov.uk/our-services/council-tax-and-benefits/scottish-welfare-fund/

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 information we publish under this class	How to access it
Human Resources	
Human Resources Policies.	https://www.orkney.gov.uk/your-council/our-structure/human-resources/
Equality and Diversity – Includes Orkney Islands Council Equality and Diversity strategy and annual equality report.	https://www.orkney.gov.uk/your-council/policies/equality-and-diversity/
Physical Resources	
Corporate Asset Management Plan.	Corporate Asset Management Plan
Carbon Management Programme.	https://www.orkney.gov.uk/your-council/policies/carbon-management-programme/

The information we publish under this class	How to access it
Orkney Islands Council Properties for Sale or Lease.	https://www.orkney.gov.uk/our-services/enterprise-and-economic-growth/property/
Orkney Islands Council Asset Register – List of land and buildings owned or leased by the Council.	https://concerto.orkney.gov.uk/content/site_public_page.aspx
Electric Vehicle Charging Points – map and list of models of chargers.	https://www.orkney.gov.uk/our-services/roads-lighting-and-parking/electric-vehicle-ev-charging/
Information Resources	
Records Management Policy.	https://www.orkney.gov.uk/media/t54p1dlt/records-management-policy-12-1.pdf
Data Protection Policy.	Data Protection Policy
Freedom of Information Policies and Procedures.	https://www.orkney.gov.uk/contact-us/freedom-of-information/

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 information we publish under this class	How to access it
Council Procurement Process – how we buy goods, services and works.	https://www.orkney.gov.uk/our-services/enterprise-and-economic-growth/procurement/
Current awards and Procurement Activity – available on the	Public Contracts Scotland

The information we publish under this class	How to access it
Public Contracts Scotland website.	

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	How to access it
Annual Performance Reports.	https://www.orkney.gov.uk/your-council/how-were-performing/annual-performance-reports/
Statutory Performance Indicators - Indicators to see how well the 32 Scottish councils were performing in these areas published until 2013.	https://www.orkney.gov.uk/your-council/how-were-performing/monitoring-and-managing-performance/statutory-performance-indicator-monitoring/
Local Government Benchmark Framework Indicator Monitoring (replaced the SPIs above).	https://www.orkney.gov.uk/your-council/how-were-performing/monitoring-and-managing-performance/local-government-benchmark-framework-indicator-monitoring/
Reports on the performance of different areas of the Council.	https://www.orkney.gov.uk/your-council/how-were-performing/performance-reporting-within-particular-council-areas/
Equality reports.	https://www.orkney.gov.uk/your-council/policies/equality-and-diversity/

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at a market value through a retail outlet e.g. a bookshop, museum or research journal.

The information we publish under this class	How to access it
Orkney Islands Council does not hold or publish information under this class.	

CLASS 9: 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.

The information we publish under this class	How we access it
Orkney Islands Council Open Data Plan.	https://www.orkney.gov.uk/media/2eumvlvm/open_data_plan.pdf