



Commissioner for Ethical Standards in Public Life in Scotland

GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) 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.

The Commissioner for Ethical Standards in Public Life in Scotland (the Commissioner) has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. This scheme has the Scottish Information Commissioner's approval until 31 May 2019.

You can see this scheme on the Scottish Information 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 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 accessing the information
- explain how to request information we hold that has not been published

Commissioner for Ethical Standards in Public Life in Scotland

Thistle House 91 Haymarket Terrace Edinburgh EH12 5HE

T: 0300 011 0550 E: info@ethicalstandards.org.uk W: www.ethicalstandards.org.uk



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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 will remove or redact the information before publication and explain why.

Copyright

Where the Commissioner 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 the Commissioner does not hold the copyright in information we publish, we will make this clear.

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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 tables below:

	Size of paper	Pence per sheet of paper
Black and white	A4	2p
Colour	A4	6p

Information provided on CD-Rom will be charged at £0.60 per computer disc. Information provided on a 4Gb USB memory stick will be charged at £4.30 per stick.

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.

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Contact us

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

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Business Manager
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Edinburgh
EH12 5HE
E: k.elder@ethicalstandards.org.uk
T: 0131 347 3898

E: info@ethicalstandards.org.uk
T: 0300 011 0550 or 0131 347 3890
W: www.ethicalstandards.org.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.

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CLASS 1: ABOUT THE COMMISSIONER

Class description:

Information about the Commissioner, 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
Contact details	http://www.ethicalstandards.org.uk/contact-us/
Organisational structure giving names and duties	http://www.ethicalstandards.org.uk/publications/publication/726/cespls-organisation-chart
The Commissioner's role	http://www.ethicalstandards.org.uk/
The Commissioner's biography	http://www.publicappointments.org/about-us/commissioners-biography/
The public standards team	http://www.publicstandardscommissioner.org.uk/about-us/people/
The public appointments team	http://www.publicappointments.org/about-us/the-public-appointments-team/
Public Appointments Advisers	http://www.publicappointments.org/about-us/public-appointments-advisers/
Summary of our founding legislation and details of previous incumbents	http://www.ethicalstandards.org.uk/publications/publication/219/cespls-legislative-background
Our founding legislation:	
The Commissioner's founding legislation – the Scottish Parliamentary Commissions and Commissioners etc. Act 2010	http://www.legislation.gov.uk/asp/2010/11/contents
Order updating the Commissioner's founding legislation	http://www.legislation.gov.uk/ssi/2013/197/contents/made

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Legislation underpinning the Commissioner's work:	
Scrutinising public appointments – the Public Appointments and Public Bodies etc. (Scotland) Act 2003	http://www.legislation.gov.uk/asp/2003/4/contents
Investigating complaints about the conduct of MSPs	http://www.legislation.gov.uk/asp/2002/16/contents
Investigating complaints about the conduct of local authority councillors and board members of public bodies	http://www.legislation.gov.uk/asp/2000/7/contents

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CLASS 2: HOW WE DELIVER OUR STATUTORY FUNCTIONS

Class description:

Information about our work, our strategy and policies for delivering our statutory functions and information for people who come into contact with us.

The information we publish under this class	How to access it
Strategic Plan 2016-20	http://www.ethicalstandards.org.uk/publications/publication/788/strategic-plan-201620
Annual business plans	http://www.ethicalstandards.org.uk/publications/ + FILTER
How we scrutinise public appointments	http://www.publicappointments.org/regulating-appointments/overview/
The Commissioner's role in public appointments – leaflet	http://www.publicappointments.org/publications/publication/595/public-appointments-information-leaflet
Code of Practice for Ministerial Appointments to Public Bodies in Scotland -2013	http://www.publicappointments.org/publications/publication/222/2013-code-of-practice-for-ministerial-appointments-to-public-bodies-in-scotland
Guidance on the 2013 Code of Practice	http://www.publicappointments.org/publications/publication/223/guidance-on-the-2013-code-of-practice
Guidance on the application of the 2013 Code of Practice – Merit and Most Able	http://www.publicappointments.org/publications/publication/245/guidance-on-application-of-the-2013-code-merit-and-most-able
Which appointments are regulated by the Commissioner?	http://www.publicappointments.org/regulating-appointments/regulated-bodies/
How to complain about a public appointment	http://www.publicappointments.org/regulating-appointments/how-to-complain/
How to complain about a public appointment – leaflet	http://www.publicappointments.org/publications/publication/594/complaints-leaflet-public-appointments

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Information about applying for a public appointment	http://www.publicappointments.org/faqs/7/applying-for-a-post
What is a conflict of interest when applying for a public appointment – leaflet	http://www.publicappointments.org/publications/publication/596/conflict-of-interest-leaflet
Audit of the public appointments process	http://www.publicappointments.org/publications/109/audit-of-appointment-rounds
Our findings following investigation of a public appointment(s)	http://www.publicappointments.org/publications/12/complaints-and-investigations
Examples of good practice in public appointments	http://www.publicappointments.org/publications/45/good-practice-in-attraction-and-assessment-examples
Diversity Delivers the first equality and diversity strategy for Scotland’s ministerial public appointments process	http://www.publicappointments.org/delivering-diversity/overview/
Findings from a survey of applicants for public appointments – 2012	http://www.publicappointments.org/publications/publication/705/2012-applicant-research
Findings from a survey of applicants for public appointments – 2013	http://www.publicappointments.org/publications/publication/241/2013-applicant-research
Diversity Delivers implementation and improving the diversity of applicants and appointees	http://www.publicappointments.org/delivering-diversity/making-progress/
The Commissioner’s role in relation to complaints about the conduct of MSPs, local authority councillors and board members of public bodies	http://www.publicstandardscommissioner.org.uk/about-us/overview/
How to make a complaint about the conduct of MSPs, local authority councillors and board members of public bodies	http://www.publicstandardscommissioner.org.uk/make-a-complaint/overview/

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Our procedures when investigating a complaint about local authority councillors and board members of public bodies	http://www.publicstandardscommissioner.org.uk/make-a-complaint/investigation-procedures:-councillors-and-members-of-devolved-public-bodies/
Our procedures when investigating a complaint about MSPs	http://www.publicstandardscommissioner.org.uk/make-a-complaint/investigation-procedures:-msps/
Our policy explaining how witnesses and the information they provide will be treated	http://www.publicstandardscommissioner.org.uk/make-a-complaint/witness-policy/
The Commissioner's decisions – breaches of the Code of Conduct by local authority councillors and board members of public bodies	http://www.publicstandardscommissioner.org.uk/decisions/
The Commissioner's decisions – no breach of the Code of Conduct by local authority councillors and board members of public bodies	The Commissioner may publish a summary of his decision on the complaint when it is considered the decision would be of a wider public interest – these are available here: http://www.publicstandardscommissioner.org.uk/decisions/
Code of Conduct for MSPs	http://www.scottish.parliament.uk/msps/code-of-conduct-for-msps.aspx
Code of Conduct for Councillors	http://www.gov.scot/Publications/2010/12/10145144/0
Model Code of Conduct for Public Bodies	http://www.gov.scot/Publications/2014/02/4841/0
List of local authorities and public bodies required to have a Code of Conduct	http://www.standardscommissionscotland.org.uk/content/which-bodies-have-codes
How to make a complaint about us	http://www.ethicalstandards.org.uk/publications/publication/237/how-to-make-a-complaint-about-us
How we handle complaints about us	http://www.ethicalstandards.org.uk/publications/publication/238/how-we-handle-complaints-about-us
How to make a Freedom of Information request	http://www.ethicalstandards.org.uk/publications/publication/719/how-to-make-a-freedom-of-information-request
How we handle a request for information	http://www.ethicalstandards.org.uk/publications/publication/718/how-

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	the-commissioner-handles-information-requests
Freedom of Information Policy and Procedures	http://www.ethicalstandards.org.uk/publications/publication/717/freedom-of-information-policy-and-procedures
Model FOI Publication Scheme	www.itspublicknowledge.info/PublicationSchemeGuidance
Guide to information we publish	http://www.ethicalstandards.org.uk/publications/publication/755/guide-to-information-2015
Responses to FOI requests	TO FOLLOW
Commissioner's responses to consultations	TO FOLLOW

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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	How to access it
Standing Orders	http://www.ethicalstandards.org.uk/publications/publication/690/cespls-standing-orders
Scheme of Delegation	http://www.ethicalstandards.org.uk/publications/publication/232/cespls-scheme-of-delegation-office-operation
Minutes of Management Team Meetings	http://www.ethicalstandards.org.uk/publications/ + FILTER
Minutes of Meetings of the Investigating Officers	http://www.ethicalstandards.org.uk/publications/ + FILTER
Code of Conduct for the Commissioner and his staff	http://www.ethicalstandards.org.uk/publications/publication/689/cespls-code-of-conduct
Consultations issued by us about our work on public appointments	http://www.publicappointments.org/publications/11/consultations
Procedures for laying documents before the Scottish Parliament	http://www.ethicalstandards.org.uk/publications/publication/713/cespls-laying-procedures
Relationship with the Scottish Parliamentary Corporate Body	TO FOLLOW

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CLASS 4: WHAT WE SPEND AND HOW WE SPENDS 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	How to access it
Annual Accounts	http://www.ethicalstandards.org.uk/publications/ + FILTER
External auditors' reports	http://www.ethicalstandards.org.uk/publications/ + FILTER
Information published under sections 31 and 32 of the Public Services Reform (Scotland) Act 2010	http://www.ethicalstandards.org.uk/publications/ + FILTER
Out of pocket expenses policy	http://www.ethicalstandards.org.uk/publications/publication/578/expense-s-policy
Tenders for goods and services	Current tenders will be published on www.ethicalstandards.org.uk

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CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage our human, physical and information resources.

The information we publish under this class	How to access it
Contingency Plan	http://www.ethicalstandards.org.uk/publications/publication/712/cespls-contingency-plan
Data Protection Policy	http://www.ethicalstandards.org.uk/publications/publication/239/data-protection-policy
Risk Management Policy	http://www.ethicalstandards.org.uk/publications/publication/220/cespls-risk-management-policy
Equal Opportunities Policy	http://www.ethicalstandards.org.uk/publications/publication/576/equal-opportunities-policy
Confidentiality Policy	http://www.ethicalstandards.org.uk/publications/publication/577/confidentiality-policy
Declaration of Interests/Gifts & Hospitality Form and Guidance	http://www.ethicalstandards.org.uk/publications/publication/728/declaration-of-interestsgifts-hospitality-form The Commissioner's Register of Interests and Gifts & Hospitality is available on request.
PAA Charging and Travelling Time Policy	http://www.ethicalstandards.org.uk/publications/publication/729/paa-charging-and-travelling-time-policy
PAA Records Management Policy	http://www.publicappointments.org.uk/publications/publication/575/paa-records-management-policy
Guidance on our Performance Management System	http://www.ethicalstandards.org.uk/publications/publication/730/performance-management-system-guidance

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Records Management Rules	http://www.ethicalstandards.org.uk/publications/publication/731/records-management-rules-policy-and-guidance
Records Management Rules Appendix 1 – file-naming	http://www.ethicalstandards.org.uk/publications/publication/732/records-management-rules-filenaming-conventions
Records Management Rules Appendix 2 – managing emails	http://www.ethicalstandards.org.uk/publications/publication/733/records-management-rules-managing-emails
Folder Structure and Retention Schedule	http://www.ethicalstandards.org.uk/publications/publication/734/cespls-folder-structure-and-retention-schedule
Records Management Plan	http://www.ethicalstandards.org.uk/publications/publication/791/records-management-plan
Policy defining unacceptable behaviour by a complainant	http://www.ethicalstandards.org.uk/publications/publication/735/unacceptable-behaviour-policy
Witness Policy and guidance	http://www.ethicalstandards.org.uk/publications/publication/736/witness-policy
Policy outlining what is acceptable use of the Commissioner’s information and communications technology, including social media.	http://www.ethicalstandards.org.uk/publications/publication/737/acceptable-use-of-ict-policy
Anti-fraud Policy and Fraud Response Plan	http://www.ethicalstandards.org.uk/publications/publication/738/antifraud-policy-fraud-response-plan
Attendance Policy	http://www.ethicalstandards.org.uk/publications/publication/739/attendance-policy
Dignity At Work Policy	http://www.ethicalstandards.org.uk/publications/publication/740/dignity-at-work-policy
Disciplinary Policy	http://www.ethicalstandards.org.uk/publications/publication/741/disciplinary-policy

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Display Screen Equipment Policy	http://www.ethicalstandards.org.uk/publications/publication/742/display-screen-equipment-policy
Grading Policy	http://www.ethicalstandards.org.uk/publications/publication/743/grading-policy
Grievance Policy	http://www.ethicalstandards.org.uk/publications/publication/744/grievance-policy
Health & Safety Policy	http://www.ethicalstandards.org.uk/publications/publication/745/health-and-safety-policy
Holidays and Annual Leave Policy	http://www.ethicalstandards.org.uk/publications/publication/746/holidays-and-annual-leave-policy
Internal Recruitment and Promotion Policy	http://www.ethicalstandards.org.uk/publications/publication/747/internal-recruitment-and-promotion-policy
Leaving Policy	http://www.ethicalstandards.org.uk/publications/publication/748/leaving-policy
Smoking Policy	http://www.ethicalstandards.org.uk/publications/publication/749/smoking-policy
Special Leave Policy	http://www.ethicalstandards.org.uk/publications/publication/750/special-leave-policy
Substance Abuse Policy	http://www.ethicalstandards.org.uk/publications/publication/751/substance-abuse-policy
Supporting Work-Life Balance Policy	http://www.ethicalstandards.org.uk/publications/publication/752/supporting-worklife-balance-policy
Whistleblowing/Public Interest Disclosure Policy	http://www.ethicalstandards.org.uk/publications/publication/753/whistleblowing-policy
Recruitment opportunities	Current recruitment opportunities will be published on www.ethicalstandards.org.uk

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Performance Management Policy	http://www.ethicalstandards.org.uk/publications/publication/754/performance-management-policy
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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
Invitations to tender	Current tenders will be published on www.ethicalstandards.org.uk

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation and how well we fulfil our statutory functions

The information we publish under this class	How to access it
Annual Reports	http://www.ethicalstandards.org.uk/publications/ + FILTER

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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	

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