

## DISCLOSURE SCOTLAND

### GUIDE TO INFORMATION AVAILABLE THROUGH OUR 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.

Disclosure Scotland has adopted the **Model Publication Scheme 2011** produced by the Scottish Information Commissioner. He has approved this scheme until 31 May 2015. You can see this scheme on our website at <http://www.disclosurescotland.co.uk/publications/> 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

#### *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 Disclosure Scotland 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 Disclosure Scotland 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.

Although both FOISA and the EIRs include provision to charge a fee for responding to an information request, the Scottish Government's policy is to not charge applicants for providing information in response to a FOI/EIRs request. As an Agency of the Scottish Government, Disclosure Scotland will adhere to this policy.

However, under section 12 of FOISA, if we estimate that the cost of locating, retrieving and providing the information requested will exceed the £600 upper cost limit, we do not have to comply with the request.

## Contact us

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

Address: Disclosure Scotland  
PO Box 250  
Glasgow  
G51 1YU

Email: [DSadmin@disclosurescotland.gsi.gov.uk](mailto:DSadmin@disclosurescotland.gsi.gov.uk)

Telephone: 0141 314 3147

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 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 THE AUTHORITY

**Class description:**

Information about the authority, 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
<b>General Information about us</b>	
Name, address and contact details for our office	<a href="http://www.disclosurescotland.co.uk/contact">http://www.disclosurescotland.co.uk/contact</a>
Organisational structure, roles and responsibilities of senior officers	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a>

Organisational Chart	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandOrganisationChart.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandOrganisationChart.pdf</a>
Business Opening hours	<a href="http://www.disclosurescotland.co.uk/contact">http://www.disclosurescotland.co.uk/contact</a>
Contact details for customer care and complaints	<a href="http://www.disclosurescotland.co.uk/understanding/dispute">http://www.disclosurescotland.co.uk/understanding/dispute</a>
Publication Scheme, guide to information and charging schedule	<a href="http://www.disclosurescotland.co.uk/freedom-of-information/documents/GuidetoInformation2011.pdf">http://www.disclosurescotland.co.uk/freedom-of-information/documents/GuidetoInformation2011.pdf</a>
<b>Constitution</b>	
Details of Part V of the Police Act 1997	Police Act (Part V) <a href="http://www.disclosurescotland.co.uk/publications/documents/PartVPoliceAct1997.pdf">http://www.disclosurescotland.co.uk/publications/documents/PartVPoliceAct1997.pdf</a>
Details of the Protection of Vulnerable Groups (Scotland) Act 2007	Protection of Vulnerable Groups (Scotland) Act 2007 <a href="http://www.disclosurescotland.co.uk/publications/">http://www.disclosurescotland.co.uk/publications/</a>
Details of the Rehabilitation of Offenders Act 1974	<a href="http://www.disclosurescotland.co.uk/publications">http://www.disclosurescotland.co.uk/publications</a> - <a href="http://www.disclosurescotland.co.uk/publications/RehabilitationofOffendersAct1974">Rehabilitation of Offenders Act 1974</a>
<b>How we are run</b>	
<ul style="list-style-type: none"> <li>▪ Our governance structure, Board, committees and other decision making structures</li> <li>▪ Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority eg. Board members, chief officers</li> <li>▪ Governance policies, including standing orders, code of conduct and register of interests.</li> </ul>	<p>Disclosure Scotland's Annual Report: <a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a></p> <p>Disclosure Scotland's Framework Document: <a href="http://www.disclosurescotland.co.uk/publications/documents/FrameworkDocument2009.pdf">http://www.disclosurescotland.co.uk/publications/documents/FrameworkDocument2009.pdf</a></p> <p>Our Strategic Board members are required as a condition of appointment to observe the model code of Conduct: <a href="http://www.scotland.gov.uk/Publications/2002/04/14493/2564">http://www.scotland.gov.uk/Publications/2002/04/14493/2564</a></p> <p>This code derives from - The Ethical Standards in Public Life etc. (Scotland) Act 2000: <a href="http://www.legislation.gov.uk/asp/2000/7/contents">http://www.legislation.gov.uk/asp/2000/7/contents</a></p> <p>Disclosure Scotland Register of Interests: <a href="http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-Return-RegisterofInterests-Composite.pdf">http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-Return-RegisterofInterests-Composite.pdf</a></p>
<b>Corporate planning</b>	
<ul style="list-style-type: none"> <li>▪ Mission statement</li> <li>▪ Corporate plan</li> <li>▪ Corporate strategies</li> <li>▪ Corporate policies</li> <li>▪ Strategic planning processes</li> <li>▪ Procurement Plan</li> <li>▪ Strategy Map and Themes</li> </ul>	<p><a href="http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf">http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf</a> (2009/10 and 10/11)</p> <p><a href="http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-CorporatePlan11to14.pdf">http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-CorporatePlan11to14.pdf</a> (2011/14)</p> <p><a href="http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-ProcurementPlan2011to14.pdf">http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-ProcurementPlan2011to14.pdf</a></p>

	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandStrategyMapandThemes.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandStrategyMapandThemes.pdf</a>
<b>External relations</b>	
<ul style="list-style-type: none"> <li>▪ Accountability relationships, including reports to regulators</li> <li>▪ Internal and External audit arrangements</li> <li>▪ Subsidiary companies and other significant financial interests</li> <li>▪ Strategic agreements with other bodies</li> </ul>	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a>

## 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
<b>Functions and services</b>	
Description of our functions	<a href="http://www.disclosurescotland.co.uk/about">http://www.disclosurescotland.co.uk/about</a> <a href="http://www.disclosurescotland.co.uk/publications/documents/FrameworkDocument2009.pdf">http://www.disclosurescotland.co.uk/publications/documents/FrameworkDocument2009.pdf</a>
Strategies, policies and internal staff procedures for performing our functions	<a href="http://www.disclosurescotland.co.uk/what-is-disclosure">http://www.disclosurescotland.co.uk/what-is-disclosure</a> <a href="http://www.disclosurescotland.co.uk/publications/documents/DBUSINESSPLAN2010to2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DBUSINESSPLAN2010to2011.pdf</a>
How to apply for a Disclosure Certificate or to become a PVG scheme member	<a href="http://www.disclosurescotland.co.uk/apply">http://www.disclosurescotland.co.uk/apply</a> <a href="http://www.disclosurescotland.co.uk/apply/individuals">http://www.disclosurescotland.co.uk/apply/individuals</a>
Guidance on Disclosure Certificates	<a href="http://www.disclosurescotland.co.uk/what-is-disclosure">http://www.disclosurescotland.co.uk/what-is-disclosure</a>
Guidance on the PVG scheme	<a href="http://www.disclosurescotland.co.uk/pvg/pvg_index.html">http://www.disclosurescotland.co.uk/pvg/pvg_index.html</a> <a href="http://www.disclosurescotland.co.uk/guidance/index.html">http://www.disclosurescotland.co.uk/guidance/index.html</a>
Basic Disclosure – On-line notes	<a href="http://www.disclosurescotland.co.uk/publications/documents/BDONINSTRUCTIONSrevised25052011.pdf">http://www.disclosurescotland.co.uk/publications/documents/BDONINSTRUCTIONSrevised25052011.pdf</a>
Code of Practice in connection with the use of disclosure information and with the functions of registered persons	<a href="http://www.disclosurescotland.co.uk/publications/documents/PoliceAct1997--CodeofPractice--18February2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/PoliceAct1997--CodeofPractice--18February2011.pdf</a>
Sample policy on the Secure Handling, Use, Storage and Retention of Disclosure Information	<a href="http://www.disclosurescotland.co.uk/publications/documents/MODELHANDLINGPOLICYNew2011Codever3ed2.pdf">http://www.disclosurescotland.co.uk/publications/documents/MODELHANDLINGPOLICYNew2011Codever3ed2.pdf</a>

Sample policy on the Recruitment of Ex-offenders	<a href="http://www.disclosurescotland.co.uk/publications/documents/MODELROAPOLICYNew2011Codever3.pdf">http://www.disclosurescotland.co.uk/publications/documents/MODELROAPOLICYNew2011Codever3.pdf</a>
Disclosure Guidance for Registered Persons and Employers	<a href="http://www.disclosurescotland.co.uk/pdf/2006%20APPLICATION%20GUIDE%20-%20CSGs.pdf">http://www.disclosurescotland.co.uk/pdf/2006%20APPLICATION%20GUIDE%20-%20CSGs.pdf</a>
Additional guidance to Countersignatories on how to complete parts E5/E6 and E7/E8	<a href="http://www.disclosurescotland.co.uk/publications/documents/ADDITIONALGUIDANCENOTES-NEWDISCLOSUREAPPLICATIONFORM-02.07_003.doc">http://www.disclosurescotland.co.uk/publications/documents/ADDITIONALGUIDANCENOTES-NEWDISCLOSUREAPPLICATIONFORM-02.07_003.doc</a>
Compliance Audit pre-visit checklist	<a href="http://www.disclosurescotland.co.uk/pdf/COMPLIANCE%20%28AUDIT%29%20VISIT%20NOTICE%20-%20revised%202007.pdf">http://www.disclosurescotland.co.uk/pdf/COMPLIANCE%20%28AUDIT%29%20VISIT%20NOTICE%20-%20revised%202007.pdf</a>
Self Assessment Form	<a href="http://www.disclosurescotland.co.uk/pdf/SELF%20ASSESSMENT%20DOCUMENT%20v2.doc">http://www.disclosurescotland.co.uk/pdf/SELF%20ASSESSMENT%20DOCUMENT%20v2.doc</a>
Guidance on how to complete the self assessment audit	<a href="http://www.disclosurescotland.co.uk/publications/documents/SELFASSESSMENTDOCUMENTguidancev3.pdf">http://www.disclosurescotland.co.uk/publications/documents/SELFASSESSMENTDOCUMENTguidancev3.pdf</a>
Frequently Asked Questions for employers & Agencies	<a href="http://www.disclosurescotland.co.uk/apply/employers/faq">http://www.disclosurescotland.co.uk/apply/employers/faq</a>
Frequently Asked Questions for Individuals	<a href="http://www.disclosurescotland.co.uk/apply/individuals/faq">http://www.disclosurescotland.co.uk/apply/individuals/faq</a>
How to report a concern to us	<a href="http://www.disclosurescotland.co.uk/contact">http://www.disclosurescotland.co.uk/contact</a>
Reports of our exercise of our functions	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a>
Fees and charges	<a href="http://www.disclosurescotland.co.uk/help">http://www.disclosurescotland.co.uk/help</a> .

### **CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED**

#### **Class description:**

Information about the decisions we take, how we make decisions and how we involve others

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Decision Making</b>	
Disclosure Scotland's Strategic Board Papers and Minutes	<a href="http://www.disclosurescotland.co.uk/publications">http://www.disclosurescotland.co.uk/publications</a>
Disclosure Scotland's Business Plan 2010/11	<a href="http://www.disclosurescotland.co.uk/publications/documents/documents/DSBUSINESSPLAN2010to2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/documents/DSBUSINESSPLAN2010to2011.pdf</a>
Disclosure Scotland's Corporate Plan 2009/10 and 10/11	<a href="http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf">http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf</a>
Disclosure Scotland's Corporate Plan 2011/14	<a href="http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-CorporatePlan11to14.pdf">http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-CorporatePlan11to14.pdf</a>
Disclosure Scotland's Annual Report and Accounts 2010/11	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a>

**CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Disclosure Scotland's Annual Report and Accounts 2009/10	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a>
Disclosure Scotland's Corporate Plan 2009/10 and 10/11	<a href="http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf">http://www.disclosurescotland.co.uk/publications/documents/Corporateplan.pdf</a>
Disclosure Scotland's Corporate Plan 2011/14	<a href="http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-CorporatePlan11to14.pdf">http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagement-CorporatePlan11to14.pdf</a>

**CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES****Class description:**

Information about how we manage the human, physical and information resources of the authority

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Human Resources</b>	
Disclosure Scotland's Equality Action Plan – Race Equality	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandRaceEqualityActionPlan.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandRaceEqualityActionPlan.pdf</a>
Disclosure Scotland's Equality Action Plan – Disability Equality	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandDisabilityEqualityActionPlan.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandDisabilityEqualityActionPlan.pdf</a>
Disclosure Scotland's Equality Action Plan – Gender Equality	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandGenderEqualityActionPlan.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandGenderEqualityActionPlan.pdf</a>
Strategy and management of human resources, staffing structure, human resources policies, procedures and guidelines, employees relations structures and agreements reached with recognised trade unions and professional organisations.	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a>  As an Agency of the Scottish Government, Disclosure Scotland adheres to Scottish Government human resource policies, procedures and guidelines and employees relations structures. Details of these are available under their Publication Scheme.
<b>Physical Resources</b>	
Management of land and property assets, including environmental / sustainability reports Description of land and property holdings Estate development plans Maintenance arrangements	Disclosure Scotland is currently a sub tenant of the Scottish Police Services Authority (SPSA). SPSA own the building and hold the maintenance contracts, etc. Information under this section will be available in their Publication

	Scheme.
<b>Information Resources</b>	
Records management policy	Contact us on the details above
Information governance / asset management policies and procedures	Contact us on the details above
Knowledge management policies and procedures	Contact us on the details above
List of statistical information published by us.	Contact us on the details above

## **CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

### **Class description:**

Information about how we procure goods and services, and our contracts with external providers

<b>The information we publish under this class</b>	<b>How to access it</b>
Disclosure Scotland – Conditions of contract for consultancy services	<a href="http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagementStandardTermsandConditionsConsultancyServicesotherthanworksN.pdf">http://www.disclosurescotland.co.uk/publications/documents/DS-BusinessManagementStandardTermsandConditionsConsultancyServicesotherthanworksN.pdf</a>
Disclosure Scotland – Conditions of contract for the supply of goods (and any related services)	<a href="http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsGoodsandServicesN.pdf">http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsGoodsandServicesN.pdf</a>
Disclosure Scotland – Conditions of contract for the purchase of goods	<a href="http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsPurchaseofGoodsN.pdf">http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsPurchaseofGoodsN.pdf</a>
Disclosure Scotland – Conditions of contract for the sale of goods	<a href="http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsSaleofGoodsN.pdf">http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsSaleofGoodsN.pdf</a>
Disclosure Scotland – Conditions of contract for the purchase of services	<a href="http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsServicesN.pdf">http://www.disclosurescotland.co.uk/publications/documents/DSBusinessManagementStandardTermsandConditionsServicesN.pdf</a>
Detail of our contracts/goods or services we have purchased from external providers	<p><a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a></p> <p><a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandContractsList.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandContractsList.pdf</a></p> <p>Wherever possible and appropriate, Disclosure Scotland uses the Public Contracts Scotland portal to advertise all opportunities. Please see our buyers profile</p> <p>For any further information, please contact us on the details above.</p>

## **CLASS 7: HOW OUR AUTHORITY IS PERFORMING**

### **Class description:**

Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Disclosure Scotland Annual Report and Accounts 2009/10	<a href="http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf">http://www.disclosurescotland.co.uk/publications/documents/DisclosureScotlandAnnual_Report_2011.pdf</a>

## **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
We do not hold or publish information under this class	