

Architecture & Design 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.

Architecture & Design Scotland has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. She has approved this scheme until 31 May 2019. You can see this scheme on our website at <http://www.ads.org.uk> 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 Architecture & Design 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 Architecture & Design 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.

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	10p per sheet
A4	5p per sheet

Colour photocopying

Size of paper	Pence per sheet of paper
A4	20p per sheet

Postage costs will be recharged 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.

Please note that 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:

Communications Manager
Architecture & Design Scotland
Bakehouse Close,
146 Canongate,
Edinburgh,
EH8 8DD

info@ads.org.uk

0131 550 0938 (direct)
0131 556 6699 (switchboard)

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.

Note: the authority is required to publish the information it holds which falls within the following classes. If the authority does not hold information within a class, please indicate this below the class description. Where links are provided to web pages, please ensure the link is to a specific document, relevant page or section of the website.

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
About Us	
Introduction to A&DS and Remit	http://www.ads.org.uk/about-ads/
About Creating Places (Scotland's policy on architecture and place 2013)	http://www.creatingplacescotland.org/
Contact Us – Where to find us	http://www.ads.org.uk/contact/
Staff titles and work areas	http://www.ads.org.uk/about-ads/our-people/
Senior staff and Board biographies	http://www.ads.org.uk/about-ads/our-people/
Register of Interests	
Karen Anderson	http://www.ads.org.uk/ads-board-member-register-of-interest-karen-anderson/
Sandy Beattie	http://www.ads.org.uk/wp-content/uploads/11037_15-01-sandy-beattie-register-of-interests.pdf
Andrew Burrell	http://www.ads.org.uk/wp-content/uploads/11039_13-09-andy-burrell-register-of-interests.pdf
David Chisholm	http://www.ads.org.uk/wp-content/uploads/11031_15-01-david-chisholm-register-of-interests.pdf
Martin Crookston	http://www.ads.org.uk/wp-content/uploads/11036_15-01-martin-crookston-register-of-interests.pdf
Sue Evans	http://www.ads.org.uk/wp-content/uploads/11038_15-01-sue-evans-register-of-interests.pdf
Graham Hill	http://www.ads.org.uk/wp-content/uploads/11032_15-01-graham-hill-register-of-interests.pdf
Jonny Hughes	http://www.ads.org.uk/wp-content/uploads/11034_15-01-jonny-hughes-register-of-interests.pdf
Graham Ross	http://www.ads.org.uk/wp-content/uploads/11033_15-01-graham-ross-register-of-interests.pdf
Alan Sim	http://www.ads.org.uk/wp-content/uploads/11051_15-01-alan-sim-register-of-interests.pdf
How to make a complaint	http://www.ads.org.uk/freedom-of-information-complaints-leaflet/
Complaints Investigation Process	http://www.ads.org.uk/freedom-of-information-ads-complaints-handling-procedure/
Freedom of Information	
Freedom of Information – general information	http://www.ads.org.uk/about-ads/freedom-of-information/
Board guidance	http://www.ads.org.uk/freedom-of-information-board-information-pack/
Design Review panellist guidance	http://www.ads.org.uk/freedom-of-information-dr-panel-members-guidance-and-code-of-conduct/
Reporting obligations	http://www.ads.org.uk/about-ads/freedom-of-information/
Model Publication Scheme 2015	http://www.ads.org.uk/freedom-of-information-model-publication-scheme-2015/

Keeping others informed	
News & Events	http://www.ads.org.uk/category/news/
Features & Blogs	http://www.ads.org.uk/category/blog/
Twitter	http://twitter.com/#!/arcdessco/
Facebook	https://www.facebook.com/ArcDesSco
Newsletter – sign up from homepage	http://www.ads.org.uk/

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 Strategy (2014-17)	http://www.ads.org.uk/wp-content/uploads/10120_ads-corporate-strategy-2014-2017-for-web.pdf
Business Plan (2015/16)	http://www.ads.org.uk/wp-content/uploads/11157_ads-business-plan-2015-16.pdf
Corporate and Business plans, Annual reports and other key documents are published on our website	http://www.ads.org.uk/about-ads/corporate-documents/
Work streams and Resources	
Our latest work and current projects are described in the Our Work section of our website	http://www.ads.org.uk/category/projects/
Resources – including case studies, videos and images – are available in our Resources section. These can be searched by category or topic.	http://www.ads.org.uk/category/resources/

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

The information we publish under this class	How to access it
Decision making	
A&DS Board papers (minutes from 2005-2010 and agendas and minutes from 2010-2014)	http://www.ads.org.uk/about-ads/corporate-documents/
A&DS Audit Committee papers	These items are not currently published on our website, but copies are available on request
Management of the organisation (management team meeting minutes)	These items are not currently published on our website, but copies are available on request

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.

The information we publish under this class	How to access it

Disclosure of high earners	http://www.ads.org.uk/about-ads/freedom-of-information/
Annual Review 2015	http://www.ads.org.uk/ads-annual-review-2015-document/
Financial Statements (YE 31/03/15)	http://www.ads.org.uk/ads-annual-report-and-financial-statements-for-the-year-ending-31-march-2015/

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

The information we publish under this class	How to access it
Office policies	These items are not currently published on our website, but copies are available on request
Staff policies	These items are not currently published on our website, but copies are available on request
Recruitment policy	These items are not currently published on our website, but copies are available on request
Employment/Staff handbook	These items are not currently published on our website, but copies are available on request
Records management policy	These items are not currently published on our website, but copies are available on request
Records retention schedule	http://www.ads.org.uk/freedom-of-information-ads-record-retention/

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

The information we publish under this class	How to access it
A&DS Procurement policy (2012)	http://www.ads.org.uk/wp-content/uploads/11161_ads-procurement-policy-and-procedure-v8-123012012.pdf
List of current contract providers	These items are not currently published on our website, but copies are available on request.

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
Annual Reviews	http://www.ads.org.uk/about-ads/corporate-documents/
Annual Reports and Financial Statements	http://www.ads.org.uk/about-ads/corporate-documents/

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 don't hold any information under this class	