

**NORTH STRATHCLYDE COMMUNITY  
JUSTICE AUTHORITY**

**FREEDOM OF INFORMATION (SCOTLAND) ACT  
2002**

**PUBLICATION SCHEME**

## **PUBLICATION SCHEME for NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY**

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### **1. INTRODUCTION**

The Freedom of Information (Scotland) Act 2002 (the Act) received Royal Assent on 28 May, 2002. The Act gives a general right of access to all types of recorded information held by Scottish public authorities, sets out exemptions from that right and places a number of obligations on public authorities which include the development of an approved Publication Scheme.

Section 23 (1) of the Act states that:

“A Publication Scheme must specify:

- (a) classes of information that the authority publishes or intends to publish;
- (b) the manner in which information of each class is, or is intended to be, published; and
- (c) whether the published information is, or is intended to be, available to the public free of charge or on payment.”

Section 23 states that in adopting or reviewing its Publication Scheme, the authority must have regard to the public interest in:

- (a) allowing public access to information held by it and in particular, to information which:
  - (i) relates to the provision of services by it, the cost to it of providing them or the standards attained by services so provided; or
  - (ii) consists of facts, or analyses on the basis of which decisions of importance to the public have been made by it; and
- (b) the publication of the reasons for decisions made by it.

These principles and purposes have been adopted in the compilation of this publication scheme. The North Strathclyde Community Justice Authority (hereinafter referred to as 'the 'Authority') has regard to the public interest in the information that the Authority holds. In the creation of this Publication Scheme, the Authority has been mindful of the value of openness and transparency. The Authority commends the publication of information via this Publication Scheme as a positive opportunity for the public to gain greater understanding about what the Authority does, how it operates and how it contributes to public life.

## **2. THE NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY**

The Authority is a Scottish public authority as defined in Part 7 of Schedule 1 to the Freedom of Information (Scotland) Act 2002. It is one of eight new statutory bodies created by the Management of Offenders etc. (Scotland) Act 2005 to be strategic planning and monitoring authorities for the provision of community justice services in Scotland. The Authority will plan, co-ordinate, monitor and report on the delivery of offender services across Argyll & Bute, East Dunbartonshire, East Renfrewshire, Inverclyde, Renfrewshire and West Dunbartonshire. The Authority works in partnership with elected representatives from the six local authorities and, as set down in The Management of Offenders etc. (Scotland) Act 2005 (Designation of Partner Bodies) Order 2006, representatives from Strathclyde Police, NHS, Scottish Prison Service, Procurator Fiscal, Victim Support Scotland, APEX Scotland, NCH and Turning Point Scotland. The Authority sits quarterly at Paisley. Dates for meetings are available by contacting the address below. All administration takes place at:-

Corporate Services Department  
Renfrewshire Council Headquarters  
North Building  
Cotton Street  
PAISLEY  
PA1 1TT

Tel: 0141 840 3399

Fax: 0141 840 3335

## **3. FORMULATION OF THE SCHEME**

The Publication Scheme takes into account the requirements imposed on the Authority in terms of the Freedom of Information (Scotland) Act 2002.

In considering what information should be included in the Scheme, the Authority took into account:-

- The terms of the Act
- The terms of the Management of Offenders etc. (Scotland) Act 2005

#### 4. **RESPONSIBILITY FOR THE PUBLICATION SCHEME**

The person responsible for the overall operation of the Scheme is Dorothy Hawthorn, Chief Officer (0141 840 3237).

#### 5. **EXEMPTIONS**

- (a) All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed in this section).
- (b) The general entitlement to information under section 1 of the Freedom of Information (Scotland) Act 2002 enables any member of the public to make a request for information that is not in this Scheme.

The Authority's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would breach the law of confidentiality or prejudice substantially the authority's ability to perform a statutory function. We will also withhold information which is personal data under the Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. Even where an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out.

It should be noted that the operational management of criminal justice social work will remain the responsibility of each constituent local authority.

#### 6. **ARCHIVING POLICY**

The Authority's Archiving Policy is as follows:

TYPE OF DOCUMENT	RETENTION PERIOD
North Strathclyde Community Justice Authority Minutes	Permanent
North Strathclyde Community Justice Authority Agendas	Permanent
Members' expenses	5 years

#### 7. **COPYRIGHT**

Unless otherwise stated, the Authority reserves copyright in all information available under this Publication Scheme, whether that information is in electronic or hard copy format, text or graphics, and regardless of whether the copyright (©) symbol appears. The right to information under this scheme does not include permission to reproduce that information.

## **8. ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME**

At present, not all the information available under this Publication Scheme can be downloaded online at:

[Www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Navigation-cs-NorthStrathclydeCommunityJusticeAuthority](http://www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Navigation-cs-NorthStrathclydeCommunityJusticeAuthority)

However, it is the intention that at some future date all information will be downloadable. All information is available in hard copy form via the contact address at the top of the Scheme.

## **9. CHARGING POLICY**

The Authority will not apply a cost for inspecting. There will be no charge for photocopying where the volume of copying is less than 10 A4 sides; thereafter copies will be charged at 10p per A4 side. These charges apply to all Classes of Information listed at paragraph 12 below.

## **10. STANDARD OF SERVICE**

The North Strathclyde Community Justice Authority is committed to Best Value in the service it provides to constituent councils.

## **11. COMPLAINTS AND FEEDBACK**

Feedback, including complaints about this Scheme should be directed to:-

Dorothy Hawthorn  
Chief Officer  
North Strathclyde Community Justice Authority  
Renfrewshire Council  
North Building  
PAISLEY  
PA1 1TR

Tel 0141 840 3237

Fax 0141

E-mail: [dorothy.hawthorn@renfrewshire.gsx.gov.uk](mailto:dorothy.hawthorn@renfrewshire.gsx.gov.uk)

In terms of the Authority's Scheme of Delegation, the Clerk is authorised to determine reviews of decisions not to release information under the Freedom of Information (Scotland) Act 2002. The Clerk can be contacted at:-

Corporate Services Department  
Renfrewshire Council Headquarters  
North Building

Cotton Street  
PAISLEY  
PA1 1TT

Tel: 0141 840 3399  
Fax: 0141 840 3335

If we are unable to resolve any complaint you may also contact the Scottish Information Commissioner who oversees the Act and whose contact details are below. The general right of access came into effect from 1st January, 2005 and introduced a formal appeal mechanism when information is withheld. Further details on this is available on the Commissioner's website at <http://www.itspublicknowledge.info/>

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
ST ANDREWS  
Fife  
KY16 9DS

Tel.: 01334 464610  
Fax: 01334 464611  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

## 12. CLASSES OF INFORMATION

<b>Information</b>	<b>Format and Manner in Which information is available</b>
Who we are - details of the organisational structure, key personnel and Authority membership.	<ul style="list-style-type: none"> <li>• Available for public inspection and on request in hard copy form at address detailed in paragraph 11.</li> <li>• Downloadable from: <a href="http://www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Naviga-tion-cs-NorthStrathclydeCommunityJusticeAuthority">www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Naviga-tion-cs-NorthStrathclydeCommunityJusticeAuthority</a></li> </ul>
Members' expenses.	<ul style="list-style-type: none"> <li>• Available for public inspection and on request in hard copy form at address detailed in paragraph 11.</li> </ul>
Minutes of Authority meetings	<ul style="list-style-type: none"> <li>• Available for public inspection and on request in hard copy form at address detailed in section 2.</li> <li>• Downloadable from: <a href="http://www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Naviga-tion-cs-NorthStrathclydeCommunityJusticeAuthority">www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Naviga-tion-cs-NorthStrathclydeCommunityJusticeAuthority</a></li> </ul>
Reports submitted to meetings of the Authority	<ul style="list-style-type: none"> <li>• Available for public inspection and on request in hard copy form at address detailed in section 2</li> <li>• Downloadable from <a href="http://www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Naviga-tion-cs-NorthStrathclydeCommunityJusticeAuthority">www.renfrewshire.gov.uk/ilwwcm/publishing.nsf/Content/Naviga-tion-cs-NorthStrathclydeCommunityJusticeAuthority</a></li> <li>• Includes details of annual area plan, annual reports, policies, standing orders and schemes of delegation.</li> </ul>