

## Guide to information available through Community Justice Scotland's 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.

Community Justice Scotland has adopted the [Model Publication Scheme 2016](#) produced by the Scottish Information Commissioner – [www.itspublicknowledge.info](http://www.itspublicknowledge.info). You can see this scheme on our website at [www.communityjustice.scot/corporate](http://www.communityjustice.scot/corporate) or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how you can 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.

The Guide is split into the following six sections:

- Availability and formats
- Exempt information
- Copyright
- Charges
- Contact us
- The classes of information that we publish



### **Availability and formats**

The information we publish through the 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. 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), we may remove or redact the information before publication but we will explain why.

### **Copyright**

Where Community Justice 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
- the source of the material is identified.

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

### **Charges**

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 to you electronically by email. For those without access to the web-site a single print-out as on the web-site or, where available, a hard copy of the document can be requested. We reserve the right to impose charges for providing information in paper copy or on computer disc, 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.

### **Reproduction costs**

Where charges are applied, photocopied information will be charged at a standard rate of £6 for each document up to 10 pages and £0.50 for each page thereafter. Computer disks will be charged at the rate of £5.00 per CD ROM.



In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

**Postage cost**

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

Publications may be available in other formats on request.

**Contact us**

You can contact us for assistance with any aspect of this publication scheme or for advice on how to make a complaint if you are dissatisfied with any aspect of this publication scheme:

Community Justice Scotland  
Y1 Spur  
Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3XG

Telephone: 0300 244 8420

Email: [info@communityjustice.scot](mailto:info@communityjustice.scot)

We will also be pleased to advise you how to ask for information that we do not routinely publish. Please contact as above.

**The classes of information 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.



**CLASS 1: ABOUT COMMUNITY JUSTICE SCOTLAND****Class description:**

Information about Community Justice Scotland, who we are, where to find us, how to contact us, how we are managed and our external relations

<b>The information we publish under this class</b>	<b>How to access it</b>
Who we are and what we do	<a href="http://www.communityjustice.scot/our-vision/">www.communityjustice.scot/our-vision/</a>
Details of the membership Community Justice Scotland, including biographies	<a href="http://www.communityjustice.scot/our-team/">www.communityjustice.scot/our-team/</a>
The organisational and management structure of the Board	<a href="http://www.communityjustice.scot/our-team/">www.communityjustice.scot/our-team/</a>
Information relating to how we are set up (including reference to legislation relevant to our functions)	<a href="http://www.communityjustice.scot/our-vision/">www.communityjustice.scot/our-vision/</a>
How to contact the Community Justice Scotland and the location of the office	<a href="http://www.communityjustice.scot/get-involved/">www.communityjustice.scot/get-involved/</a>
Publications	<a href="http://www.communityjustice.scot/latest-thinking/">www.communityjustice.scot/latest-thinking/</a> and <a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a>
Community Justice Scotland 'News' section	<a href="http://www.communityjustice.scot/latest-thinking/">www.communityjustice.scot/latest-thinking/</a>

**CLASS 2: HOW COMMUNITY JUSTICE SCOTLAND DELIVERS ITS 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
The Strategic Objectives of the Board	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a> once available
Corporate Plans	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a> once available
Annual Reports	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a> once available
Data Protection Policy	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a>
Freedom of Information Policy	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a>

### CLASS 3: HOW COMMUNITY JUSTICE SCOTLAND 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
Minutes of Board meetings	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a>
Statistical information	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a>
Public consultation documents, responses and summaries	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a> and <a href="http://www.communityjustice.scot/latest-thinking/">www.communityjustice.scot/latest-thinking/</a>

### CLASS 4: WHAT COMMUNITY JUSTICE SCOTLAND 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
Annual accounts	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a>

### CLASS 5: HOW COMMUNITY JUSTICE SCOTLAND MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES



<b>Class description:</b> Information about how we manage the human, physical and information resources of the Board
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<b>The information we publish under this class</b>	<b>How to access it</b>
We do not publish information under this class	Contact us on details above

<b>CLASS 6: HOW COMMUNITY JUSTICE SCOTLAND PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>
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<b>Class description:</b> Information about how we procure goods and services, and our contracts with external providers
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<b>The information we publish under this class</b>	<b>How to access it</b>
We do not publish information under this class	Contact us on details above

<b>CLASS 7: HOW COMMUNITY JUSTICE SCOTLAND IS PERFORMING</b>
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<b>Class description:</b> Information about how the Board performs as an organisation, and how well it delivers its functions and services
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<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Reports	<a href="http://www.communityjustice.scot/corporate">www.communityjustice.scot/corporate</a>

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>
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<b>Class description:</b> 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.
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<b>The information we publish under this class</b>	<b>How to access it</b>
We do not hold or publish information under this class	N/A