



CHS Publication Scheme

Guide to information available through our publication scheme

Introduction

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

Children's Hearings Scotland has adopted the **Model Publication Scheme 2011** produced by the Scottish Information Commissioner. This scheme has been approved until 31 May 2015.

You can see this scheme on our website at www.chscotland.gov.uk, or by contacting us at the address below:

Children's Hearings Scotland
Area 2/1/1 Ladywell House
Ladywell Road
Edinburgh
EH12 7TB

t: 0131 224 3696

e: information@chs.gsi.gov.uk

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



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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 Children's Hearings 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 Children's Hearings 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
A1	10p
A2	10p
A3	10p
A4	10p
A5	10p



Colour photocopying

Size of paper	Pence per sheet of paper
A1	15p
A2	15p
A3	15p
A4	15p
A5	15p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

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:

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Area 2/1/1 Ladywell House
Ladywell Road
Edinburgh
EH12 7TB

t: 0131 224 3696

e: information@chs.gsi.gov.uk

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
Who we are	
Children's Hearings (Scotland) Act 2011	View the Act on www.legislation.gov.uk
CHS briefing sheet – About CHS	View on CHS website
CHS briefing sheet - Role of the National Convener	View on CHS website
CHS Board	View on CHS website
Senior Management Team	View on CHS website
CHS organisational structure	View on CHS website
CHS news	View on CHS website
CHS vision, mission, values	View on CHS website
Where to find us	
Contact us page of website	View on CHS website
How to contact us	
Contact us page of website	View on CHS website
CHS complaints procedure	View on CHS website
How we are managed	
Management statement and financial memorandum	View on CHS website
Scheme of budgetary delegation	View on CHS website
Information management policies and procedures	View on CHS website
Details of internal/external auditors	View on CHS website
Board member's code of conduct	View on CHS website
Board member's register of interests	View on CHS website (contained in each



	Board member's profile)
Our external relations	
Local authority partnership agreements	Available on request
Memorandum of Understanding with SCRA	View on CHS website
Data Sharing Protocol with SCRA	Not yet available

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 information	
CHS Corporate Plan 2012-15	View on CHS website
CHS Business Plan 2012/13	View on CHS website
CHS Business Plan 2013/14	View on CHS website
CHS Annual Accounts 2011/12	View on CHS website
CHS Summary Annual Report 2012/13	Not yet available
CHS Summary Annual Report 2011/12	View on CHS website
National Convener Annual Report 2012/13	Not yet available
National Convener Annual Report 2011/12	View on CHS website
CHS Briefing sheets	View on CHS website
Consultations	
CHS responses to consultation documents	View on CHS website
Operational information	
National Standards for the Children's Panel	View on CHS website
Area Support Team: Functions, Roles and Responsibilities	View on CHS website
Core policies for Children's Panel members	View on CHS website
Core policies for the operation of the Children's Panel and Area Support Teams	View on CHS website
Practice and Procedure Manual	View on CHS website
CHS HR policies	View on CHS website
Communications	
Partner newsletters	Not yet available
CHS briefing sheets	View on CHS website



Information for children	View on CHS website
Information for young people	View on CHS website
Information for parents and carers	View on CHS website

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
Public Board meeting papers	Available on request
Public Board meeting minutes	View on CHS website
Minutes of Senior Management Team meetings	Action points from SMT meetings that have taken place since 24 June 2013, are available on request from information@chs.gsi.gov.uk
Report on Consultation Responses to the Proposals for the Establishment of Area Support Teams (ASTs)	View on CHS website
Report on consultation responses to the proposed national standards for Scotland's Children's Panel	View on CHS website
CHS research	View on CHS website

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
How we plan to spend public money	
CHS Corporate Plan 2012-15	View on CHS website
CHS Business Plan 2013/14	View on CHS website
Management statement/financial memorandum for Children's Hearings Scotland	View on CHS website
Scheme of budgetary delegation	View on CHS website
Fraud prevention policy	View on CHS website
Risk management policy	View on CHS website



What we have spent	
CHS Annual Accounts 2011/12	View on CHS website
CHS Annual Accounts 2012/13	Not yet available
National Convener expenses	Not yet available
Board Member expenses	Not yet available
Public Services Reform Act 2010 statement	Not yet available

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
How we manage our human resources	
CHS Maximising Attendance	View on CHS website
CHS Adoption Leave Policy	View on CHS website
CHS Allowances	View on CHS website
CHS Annual Holidays	View on CHS website
CHS Capability Procedure	View on CHS website
CHS Childcare Voucher Scheme	View on CHS website
CHS Dependant Care Leave Policy	View on CHS website
CHS Dignity at Work Policy and Procedures	View on CHS website
CHS Disciplinary Policy and Procedures	View on CHS website
CHS Equalities Scheme	View on CHS website
CHS Eye Test and Eyesight Policy	View on CHS website
CHS Flexible Working Policy and Guidance	View on CHS website
CHS Fraud Prevention Policy	View on CHS website
CHS Grievance Policy and Procedure	View on CHS website
CHS Guidance on Severe Weather	View on CHS website
CHS Manager's Guide to Conducting an Investigation	View on CHS website
CHS Maternity Leave Policy	View on CHS website
CHS Notice provisions	View on CHS website
CHS Change Management Policy	View on CHS website
CHS Parental Leave Policy and Procedure	View on CHS website
CHS Paternity Leave Policy	View on CHS website
CHS Public Holidays	View on CHS website
CHS Recruitment and Selection Policy and Procedure	View on CHS website
CHS Relocation Expenses	View on CHS website
CHS Special Leave	View on CHS website
CHS Staff Code of Conduct	View on CHS website
CHS Travel Policy	View on CHS website



CHS Whistleblowing Policy	View on CHS website
CHS Health and Safety Policy statement	View on CHS website
How we manage our physical resources	
Environmental policy	Not yet available
How we manage our information resources	
Publication Scheme	View on CHS website
Data Protection Policy	View on CHS website
Data Protection Code of Practice	Not yet available
Procedure for Handling Information Requests	Available on request
Information Security policy	View on CHS website
Reporting information security incidents	Available on request
Responding to information security incidents	Available on request
Records Management policy	View on CHS website
Acceptable Use Policy (for AST and panel members)	Available on request
Acceptable Use Policy (for CHS staff and Board members)	Available on request
Disposal procedures	Available on request
Retention schedule	Available on request
Retention guidelines – local authorities	Available on request
Managing email – ASTs and panel members	Available on request
Keeping information safe – CHS staff and Board	Available on request
Keeping information safe – Clerks	Available on request
Keeping information safe – ASTs	Available on request
Email management guidelines	Available on request
Document naming guidelines	Available on request
Disposing of information and equipment	Available on request
Classification of information guidelines	Available on request
Managing email – Clerks	Available on request
Managing information - Clerks	Available on request

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
Procurement statement	View on CHS website
Invitations to Tender	Available on website during tendering exercises
Contracts entered into by CHS	Available on request



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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
How we perform as an organisation	
CHS Annual Accounts 2011/12	View on CHS website
CHS Annual Accounts 2012/13	Not yet available
CHS Summary Annual Report 2012/13	Not yet available
Quarterly performance reporting	View on CHS website
How well we deliver our functions and services	
Quarterly performance reporting	View on CHS website

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
CHS does not publish any information for sale on a commercial basis	N/A



Children's Hearings Scotland

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The Children's Panel — life changing.



This publication has not been printed to save paper. However, if you require a printed copy or a copy in an alternative format and/or language, please contact us to discuss your needs.