



## Children's Hearings Scotland

### Guide to information available through the model publication scheme

The Freedom of Information (Scotland) Act 2002 (FOISA) requires Scottish public authorities to adopt 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 they publish and whether information is available free of charge or on payment.

Children's Hearings Scotland (CHS) has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner.

You can see this scheme on our website at [www.chscotland.gov.uk](http://www.chscotland.gov.uk) or by contacting us at the address below:

Children's Hearings Scotland  
3<sup>rd</sup> Floor  
Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HE

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.

#### **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 cannot reasonably 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) or in an alternative electronic format.



If you require a printed copy of this document or a copy in an alternative format and/or language, please contact the CHS office on 0131 244 3696 to discuss your needs.

### Exempt information

We will publish the information we hold that falls within the classes of information below. If information described by the classes of information cannot be published and is exempt under Scotland's freedom of information laws we may withhold the information or provide a redacted version for publication, but we will explain why we have done so.

### Copyright and Reuse

Where CHS 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 CHS 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 table below:

<b>Size of paper</b>	<b>Pence per single sided copy (black and white)</b>	<b>Pence per single sided copy (colour)</b>
A1	10p	15p
A2	10p	15p
A3	10p	15p
A4	10p	15p
A5	10p	15p



We will recharge any postage costs 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.

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:

Information Governance Team, CHS  
3<sup>rd</sup> Floor,  
Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HE

Telephone: 0131 244 3696

Email: [information@chs.gov.scot](mailto:information@chs.gov.scot)

We will also be pleased to 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.

### **Duration**

The information listed below will be published for the current year and the previous two financial years. Where information has been updated or superseded, only the current version will be made available. Previous versions can be requested from CHS under section 1(1) of FOISA.



## 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.

### CLASS 1: ABOUT CHS

#### Class description:

Information about CHS, 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 the authority</b>	
<i>About Us:</i>	
Contact details, address, opening hours	<a href="#">View on our website</a>
Organisational structure	<a href="#">View on our website</a>
Roles and responsibilities of the senior leadership team	<a href="#">View on our website</a>
Roles and responsibilities of the CHS Board	<a href="#">View on our website</a>
Contact details for customer care enquiries	<a href="#">View on our website</a>
Contact details for complaints & feedback	<a href="#">View on our website</a>
<i>Customer Codes or Charters:</i>	
National Standards for the Children’s Panel	<a href="#">View on our website</a>
Guide to Information/Model Publication Scheme	This document
Charging schedule for published information	See pages 2-3 of this document
Contact details and advice about how to request information from CHS	<a href="#">View on our website</a>
Charging schedule for environmental information provided in response to requests under the Environmental Information Regulations (EIRs)	CHS makes no charge for this information



<i>CHS' constitution:</i>	
Children's Hearings (Scotland) Act 2011	<a href="http://www.legislation.gov.uk">View on www.legislation.gov.uk</a>
CHS Board Standing Orders	<a href="#">View on our website</a>
CHS Audit and Risk Management Committee terms of reference	<a href="#">View on our website</a>
<i>CHS' legal framework:</i>	
Children's Hearings (Scotland) Act 2011	<a href="http://www.legislation.gov.uk">View on www.legislation.gov.uk</a>
Rules of Procedure in Children's Hearings 2013	<a href="http://www.legislation.gov.uk">View on www.legislation.gov.uk</a>
Children and Young People (Scotland) Act 2014	<a href="http://www.legislation.gov.uk">View on www.legislation.gov.uk</a>
Children (Scotland) Act 2020	<a href="http://www.legislation.gov.uk">View on www.legislation.gov.uk</a>
<b><i>How the authority is run</i></b>	
CHS Board – general information, standing orders, code of conduct	<a href="#">View on our website</a>
CHS Board – names, responsibilities and biographical details	<a href="#">View on our website</a>
The National Convenor – Name, responsibilities and biographical details	<a href="#">View on our website</a>
Chair register of interests – Katharina Kasper	<a href="#">View on our website</a>
Board member register of interests – Sean Austin	<a href="#">View on our website</a>
Board member register of interests – Barbara Neil	<a href="#">View on our website</a>
Board member register of interests - Henry Robson	<a href="#">View on our website</a>
Board member register of interests – Beth-Anne Logan	<a href="#">View on our website</a>
Board member register of interests – Jo Derrick	<a href="#">View on our website</a>
Board member register of interests – Katie Docherty	<a href="#">View on our website</a>
CHS Audit and Risk Management Committee	<a href="#">View on our website</a>
CHS Remuneration and Appointments Committee	<a href="#">View on our website</a> (Annual Report, page 32 onwards)



Senior leadership team – names, responsibilities and biographical details	<a href="#">View on our website</a>
<b>Corporate planning</b>	
Mission statement	<a href="#">View on our website</a>
Corporate Plan	<a href="#">View on our website</a>
Business Plan	<a href="#">View on our website</a>
<i>Corporate strategies and strategic planning processes:</i>	
Vital Records Strategy	<a href="#">View on our website</a>
Business Continuity Plan	<a href="#">View on our website</a>
<i>Corporate policies:</i>	
Health and Safety Policy statement	<a href="#">View on our website</a>
Equalities Scheme	<a href="#">View on our website</a>
Risk Management Policy	<a href="#">View on our website</a>
Fraud Prevention Policy	<a href="#">View on our website</a>
<b>External relations</b>	
Accountability relationships, including reports to regulators	<a href="#">View on our website</a> (Annual Report page 24 onwards)
Internal and external audit arrangements	<a href="#">View on our website</a> (Annual Report page 25 onwards)
Subsidiary companies (wholly and part owned) and other significant financial interests	None
CHS Framework Document between CHS and the Scottish Government	<a href="#">View on our website</a>
<i>Strategic agreements with other bodies:</i>	
Memorandum of Understanding with Scottish Children’s Reporter Administration	<a href="#">View on our website</a>
Framework Document between CHS and the Scottish Government	<a href="#">View on our website</a>
Area Support Team/SCRA locality operating framework	<a href="#">View on our website</a>



## CLASS 2: HOW CHS DELIVERS 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</b>	
<i>Description of CHS' functions and the statutory basis for them, including its public task:</i>	
Information about Children's Hearings Scotland	<a href="#">View on our website</a>
Area Support Teams: Functions, Roles and Responsibilities	<a href="#">View on our website</a>
Children's Hearings (Scotland) Act 2011	<a href="http://www.legislation.gov.uk">View on www.legislation.gov.uk</a>
<i>Strategies, policies and internal staff procedures for performing statutory functions:</i>	
Practice and Procedure Manual	<a href="#">View on our website</a>
Recruitment, selection and recommendation to the National Convener for appointment of panel members	<a href="#">View on our website</a>
Competence framework for panel members	<a href="#">View on our website</a>
How to apply for a licence, warrant, grant etc. where it's the function of the authority to approve it	Not applicable to CHS
<i>How to report a concern to CHS:</i>	
General information on our website	<a href="#">View on our website</a> <a href="#">View on our website</a>
Complaints Handling Procedure	<a href="#">View on our website</a>
<i>Reports of CHS' exercise of its statutory functions:</i>	
Annual Report & Accounts	<a href="#">View on our website</a>
Statutory registers	Not applicable to CHS



Fees and charges for performance of CHS' function	None
<b>Services</b>	
<i>List of CHS' services and the statutory basis for them:</i>	
Information about Children's Hearings Scotland	<a href="#">View on our website</a>
Area Support Teams: Functions, Roles and Responsibilities	<a href="#">View on our website</a>
Children's Hearings (Scotland) Act 2011	<a href="http://www.legislation.gov.uk">View on www.legislation.gov.uk</a>
<i>Service policies and internal staff procedures, including allocation, quality and standards:</i>	
National Standards for the Children's Panel	<a href="#">View on our website</a>
Practice and Procedure Manual	<a href="#">View on our website</a>
Core policies for the operation of the Children's Panel and Area Support Teams	<a href="#">View on our website</a>
Independent Report Writers: Practice Standards and Expectations	<a href="#">View on our website</a>
Equality Impact Assessments	<a href="#">View on our website</a>
Complaints Handling Procedure	<a href="#">View on our website</a>
Recruitment, Selection and Recommendation to the National Convenor for the appointment of Panel Members	<a href="#">View on our website</a>
Service Schedules and delivery plans	<a href="#">View on our website</a>
<i>Information for service users, including how to access the services:</i>	
Information for children, young people, and families attending a hearing	<a href="#">View on our website</a>
Practice and Procedure Manual	<a href="#">View on our website</a>
National Standards for the Children's Panel	<a href="#">View on our website</a>
Core Policies	<a href="#">View on our website</a>
Service fees and charges, including bursaries	None





### CLASS 3: HOW CHS 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
Decisions taken by the CHS Board – agenda, reports, papers, minutes	<a href="#">View on our website</a>
Decisions taken by CHS’ Remuneration and Appointment Committee	These records are exempt under section 38 (Personal information) of the Freedom of Information (Scotland) Act 2002 (FOISA)
Decisions taken by CHS’ Audit and Risk Management Committee	Updates provided to the Board on decisions taken by the committee are noted at public Board meetings and published in <a href="#">Board meeting papers</a>
Audit and Risk Management Committee Terms of reference	<a href="#">View on our website</a>
Public consultation and engagement strategies	To be published by 30/09/2024
Reports of regulatory inspections, audits and investigations carried out by CHS	Audit updates are provided to the Board by the Audit and Risk Committee, noted at public Board meetings and published in <a href="#">Board meeting papers</a>  Independent Auditor’s Report of financial statements is published in the <a href="#">Annual Report</a> (page 40 onwards)
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	None



**CLASS 4: WHAT CHS 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
<i>Financial statements:</i>	
Annual Report and Accounts	<a href="#">View on our website</a>
<i>Financial statements required by statute:</i>	
Public Service Reform Act 2010 statement	<a href="#">View on our website</a>
<i>Financial policies and procedures for budget allocation:</i>	
Devolved Budget Policy	<a href="#">View on our website</a>
<i>Budget allocation to key policy/function/service area:</i>	
Schedule of Delegated Authority	<a href="#">View on our website</a>
<i>Purchasing plans and capital funding plans:</i>	
Capital funding plans	<a href="#">View on our website</a>
<i>Financial administration manual / internal financial regulations:</i>	
The Scottish Public Finance Manual	<a href="http://www.gov.scot">View on www.gov.scot</a>
Financial Regulations	<a href="#">View on our website</a>
<i>Expenses policies and procedures:</i>	
CHS Allowances Policy (staff and Board)	<a href="#">View on our website</a>
Panel and AST Expenses Policy	<a href="#">View on our website</a>
Senior staff/Board member expenses at category level e.g. travel, subsistence, accommodation	<a href="#">View on our website</a>



Board member remuneration other than expenses	<a href="#">View on our website</a>
Pay and grading structure	<a href="#">View on our website</a>
<i>Investments, summary information about endowments, investments and authority pension fund:</i>	
Staff pension scheme summary information	<a href="#">View on our website</a>
Funding awards available from the authority	None

<b>CLASS 5: HOW CHS MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>
<p>Class description:</p> <p>Information about how we manage the human, physical and information resources of CHS</p>

The information we publish under this class	How to access it
<i>Human resources</i>	
<i>Strategy and Management of Human Resources:</i>	
People Strategy	<a href="#">View on our website</a>
Staffing Structure	<a href="#">View on our website</a>
<i>Human Resources Policies, Procedures and Guidelines:</i>	
CHS Allowances Policy	<a href="#">View on our website</a>
CHS Dignity at Work Policy	<a href="#">View on our website</a>
CHS Disciplinary Policy	<a href="#">View on our website</a>
CHS Equal Opportunities Policy	<a href="#">View on our website</a>
CHS Flexible Working Policy and Guidance	<a href="#">View on our website</a>
CHS Grievance Policy	<a href="#">View on our website</a>
CHS Health and Safety Policy statement	<a href="#">View on our website</a>
CHS Single Leave and Associated allowances policy	<a href="#">View on our website</a>
CHS Recruitment and Selection Policy and Procedure	<a href="#">View on our website</a>



CHS Staff Code of Conduct	<a href="#">View on our website</a>
CHS Travel Policy	<a href="#">View on our website</a>
CHS Probationary Policy	<a href="#">View on our website</a>
Whistleblowing Policy	<a href="#">View on our website</a>
Fair Work First report	<a href="#">View on our website</a>
Salary and Grading structure	<a href="#">View on our website</a>
Staff Pension Scheme summary information	<a href="#">View on our website</a>
Employee relations structures and agreements reached with recognised trade unions and professional organisations	None
<b>Physical resources</b>	
<i>Management of the authority's land and property assets, including environmental/ sustainability reports:</i>	
Environmental/sustainability reports	<a href="#">View on our website</a>
Description of the authority's land and property holdings	Not applicable to CHS
Estate development plans	Not applicable to CHS
<i>Maintenance arrangements:</i>	
Memorandum of Terms of Occupation with Scottish Legal Aid Board	<a href="#">View on our website</a>
<b>Information resources</b>	
Records Management Policy	<a href="#">View on our website</a>
Records Management Plan	<a href="#">View on our website</a>
Retention and Disposal Schedule	<a href="#">View on our website</a>
<i>Information Governance/Asset Management/Knowledge Management policies and procedures, information asset list:</i>	
CHS Acceptable Use Policy	<a href="#">View on our website</a>
CHS Information Security Policy	<a href="#">View on our website</a>
Reporting Information Security Incidents - summary guidance	<a href="#">View on our website</a>



Vital Records Strategy	<a href="#">View on our website</a>
Information asset list	To be published by 30/09/2024
List of statistical information published by the authority	None
Freedom of Information policies and procedures	<a href="#">View on our website</a>
Data Protection Policy	<a href="#">View on our website</a>
Privacy Statements	<a href="#">View on our website</a>
Accessing Information from CHS	<a href="#">View on our website</a>

**CLASS 6: HOW CHS PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

**Class description:**  
 Information about how we procure works, goods and services, and our contracts with external providers

<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement policies and procedures	None
Invitations to tender	Published through <a href="#">Public Contracts Scotland</a>
Register of contracts awarded, and which have gone through formal tendering	Published through <a href="#">Public Contracts Scotland</a>
Additional information which is required to be published by applicable procurement legislation and statutory guidance	None
Procurement information CHS publishes on the Public Contracts Scotland website	Published to <a href="#">CHS's profile</a> on Public Contracts Scotland website



**CLASS 7: HOW CHS IS PERFORMING**

**Class description:**  
 Information about how CHS performs as an organisation, and how well it delivers its functions and services.

The information we publish under this class	How to access it
<i>External reports:</i>	
Annual Report and Accounts	<a href="#">View on our website</a>
Business Plan	<a href="#">View on our website</a>
Performance indicators and performance against them	Included in our <a href="#">Annual Report and Accounts</a> (page 9 onwards)
Mainstreaming Equality Reports/ Employee and board equality monitoring reports	<a href="#">View on our website</a>
Gender Pay Gap and Equal Pay Report	<a href="#">View on our website</a>
Feedback Loop Report	<a href="#">View on our website</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
None	Not applicable



**CLASS 9: OUR OPEN DATA**

**Class description:**  
 Open data made available by the authority as described by the Scottish Government’s Open Data Resource Pack and available under an open licence.

The information we publish under this class	How to access it
CHS Open Data Publication Plan	<a href="#">View on our website</a>
Open Data Sets and their metadata, or links to where they are accessible	Not applicable (see Open Data Publication Plan)

**Document Control**

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<b>Author(s)</b>	Danielle Metcalfe, March 2024
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**Status Control**

Version	Date	Status	Author(s)	Amendments to policy	Approved by
1.0	24/06/2013	Final	Lesley Taylor	N/A	SMT



2.0	29/05/2015	Final	Lesley Taylor and Laura Bain	Amended in line with the Model Publication Scheme	IGO
3.0	03/07/2015	Final	Lesley Taylor and Laura Bain	Minor updates and amendments	IGO
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7.0	30/06/2016	Final	Lesley Taylor	Minor updates and amendments	IGO
7.1	03/10/2016	Draft	Callum Morrison	Minor updates and amendments	IGO
7.2	11/07/2017	Draft	Hayley Mathieson	Updates to links to website, added Class 9: Open Data	IGO
7.3	18/08/2017	Draft	Cara Catch	Updates to links to website and policy names	IGO
7.4	25/08/2017	Draft	Callum Morrison	Added new elements in line with June 2017 OSIC update to MPS	IGO
7.7	03/06/2021	Draft	Katie Crone Barber	Revised due to website changes and new model	SMT
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10.1	29/06/23	Draft	Danielle Metcalfe	Updated links and minor amendments	IGRO
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11.1	03/01/24	Draft	Danielle Metcalfe	Updated links and minor amendments	IGRO
12.0	27/03/24	Final	Danielle Metcalfe	Final version published on the website	BOGM