



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 or by contacting us at the address below:

Children's Hearings Scotland
3rd 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:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
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
3rd Floor,
Thistle House
91 Haymarket Terrace
Edinburgh
EH12 5HE

Telephone: 0131 244 3696

Email: 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
General information about the authority	
<i>About Us:</i>	
Contact details, address, opening hours	View on our website
Organisational structure	View on our website
Roles and responsibilities of the senior leadership team	View on our website
Roles and responsibilities of the CHS Board	View on our website
Contact details for customer care enquiries	View on our website
Contact details for complaints & feedback	View on our website
<i>Customer Codes or Charters:</i>	
National Standards for the Children's Panel	View on our website
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	View on our website
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	View on www.legislation.gov.uk
CHS Board Standing Orders	View on our website
CHS Audit and Risk Management Committee terms of reference	View on our website
<i>CHS' legal framework:</i>	
Children's Hearings (Scotland) Act 2011	View on www.legislation.gov.uk
Rules of Procedure in Children's Hearings 2013	View on www.legislation.gov.uk
Children and Young People (Scotland) Act 2014	View on www.legislation.gov.uk
Children (Scotland) Act 2020	View on www.legislation.gov.uk
<i>How the authority is run</i>	
CHS Board – general information, standing orders, code of conduct	View on our website
CHS Board – names, responsibilities and biographical details	View on our website
The National Convenor – Name, responsibilities and biographical details	View on our website
Chair register of interests – Katharina Kasper	View on our website
Board member register of interests – Sean Austin	View on our website
Board member register of interests – Barbara Neil	View on our website
Board member register of interests - Henry Robson	View on our website
Board member register of interests – Beth-Anne Logan	View on our website
Board member register of interests – Jo Derrick	View on our website
Board member register of interests – Katie Docherty	View on our website
CHS Audit and Risk Management Committee	View on our website
CHS Remuneration and Appointments Committee	View on our website (Annual Report, page 32 onwards)

Senior leadership team – names, responsibilities and biographical details	View on our website
Corporate planning	
Mission statement	View on our website
Corporate Plan	View on our website
Business Plan	View on our website
<i>Corporate strategies and strategic planning processes:</i>	
Vital Records Strategy	View on our website
Business Continuity Plan	View on our website
<i>Corporate policies:</i>	
Health and Safety Policy statement	View on our website
Equalities Scheme	View on our website
Risk Management Policy	View on our website
Fraud Prevention Policy	View on our website
External relations	
Accountability relationships, including reports to regulators	View on our website (Annual Report page 24 onwards)
Internal and external audit arrangements	View on our website (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	View on our website
<i>Strategic agreements with other bodies:</i>	
Memorandum of Understanding with Scottish Children’s Reporter Administration	View on our website
Framework Document between CHS and the Scottish Government	View on our website
Area Support Team/SCRA locality operating framework	View on our website



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
Functions	
<i>Description of CHS' functions and the statutory basis for them, including its public task:</i>	
Information about Children's Hearings Scotland	View on our website
Area Support Teams: Functions, Roles and Responsibilities	View on our website
Children's Hearings (Scotland) Act 2011	View on www.legislation.gov.uk
<i>Strategies, policies and internal staff procedures for performing statutory functions:</i>	
Practice and Procedure Manual	View on our website
Recruitment, selection and recommendation to the National Convener for appointment of panel members	View on our website
Competence framework for panel members	View on our website
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	View on our website View on our website
Complaints Handling Procedure	View on our website
<i>Reports of CHS' exercise of its statutory functions:</i>	
Annual Report & Accounts	View on our website
Statutory registers	Not applicable to CHS



Fees and charges for performance of CHS' function	None
Services	
<i>List of CHS' services and the statutory basis for them:</i>	
Information about Children's Hearings Scotland	View on our website
Area Support Teams: Functions, Roles and Responsibilities	View on our website
Children's Hearings (Scotland) Act 2011	View on www.legislation.gov.uk
<i>Service policies and internal staff procedures, including allocation, quality and standards:</i>	
National Standards for the Children's Panel	View on our website
Practice and Procedure Manual	View on our website
Core policies for the operation of the Children's Panel and Area Support Teams	View on our website
Independent Report Writers: Practice Standards and Expectations	View on our website
Equality Impact Assessments	View on our website
Complaints Handling Procedure	View on our website
Recruitment, Selection and Recommendation to the National Convenor for the appointment of Panel Members	View on our website
Service Schedules and delivery plans	View on our website
<i>Information for service users, including how to access the services:</i>	
Information for children, young people, and families attending a hearing	View on our website
Practice and Procedure Manual	View on our website
National Standards for the Children's Panel	View on our website
Core Policies	View on our website
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	View on our website
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 Board meeting papers
Audit and Risk Management Committee Terms of reference	View on our website
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 Board meeting papers Independent Auditor's Report of financial statements is published in the Annual Report (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	View on our website
<i>Financial statements required by statute:</i>	
Public Service Reform Act 2010 statement	View on our website
<i>Financial policies and procedures for budget allocation:</i>	
Devolved Budget Policy	View on our website
<i>Budget allocation to key policy/function/service area:</i>	
Schedule of Delegated Authority	View on our website
<i>Purchasing plans and capital funding plans:</i>	
Capital funding plans	View on our website
<i>Financial administration manual / internal financial regulations:</i>	
The Scottish Public Finance Manual	View on www.gov.scot
Financial Regulations	View on our website
<i>Expenses policies and procedures:</i>	
CHS Allowances Policy (staff and Board)	View on our website
Panel and AST Expenses Policy	View on our website
Senior staff/Board member expenses at category level e.g. travel, subsistence, accommodation	View on our website



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

CLASS 5: HOW CHS MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of CHS

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	View on our website
Staffing Structure	View on our website
<i>Human Resources Policies, Procedures and Guidelines:</i>	
CHS Allowances Policy	View on our website
CHS Dignity at Work Policy	View on our website
CHS Disciplinary Policy	View on our website
CHS Equal Opportunities Policy	View on our website
CHS Flexible Working Policy and Guidance	View on our website
CHS Grievance Policy	View on our website
CHS Health and Safety Policy statement	View on our website
CHS Single Leave and Associated allowances policy	View on our website
CHS Recruitment and Selection Policy and Procedure	View on our website

CHS Staff Code of Conduct	View on our website
CHS Travel Policy	View on our website
CHS Probationary Policy	View on our website
Whistleblowing Policy	View on our website
Fair Work First report	View on our website
Salary and Grading structure	View on our website
Staff Pension Scheme summary information	View on our website
Employee relations structures and agreements reached with recognised trade unions and professional organisations	None
Physical resources	
<i>Management of the authority's land and property assets, including environmental/ sustainability reports:</i>	
Environmental/sustainability reports	View on our website
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	View on our website
Information resources	
Records Management Policy	View on our website
Records Management Plan	View on our website
Retention and Disposal Schedule	View on our website
<i>Information Governance/Asset Management/Knowledge Management policies and procedures, information asset list:</i>	
CHS Acceptable Use Policy	View on our website
CHS Information Security Policy	View on our website
Reporting Information Security Incidents - summary guidance	View on our website



Vital Records Strategy	View on our website
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	View on our website
Data Protection Policy	View on our website
Privacy Statements	View on our website
Accessing Information from CHS	View on our website

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

The information we publish under this class	How to access it
Procurement policies and procedures	None
Invitations to tender	Published through Public Contracts Scotland
Register of contracts awarded, and which have gone through formal tendering	Published through Public Contracts Scotland
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 CHS's profile 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.

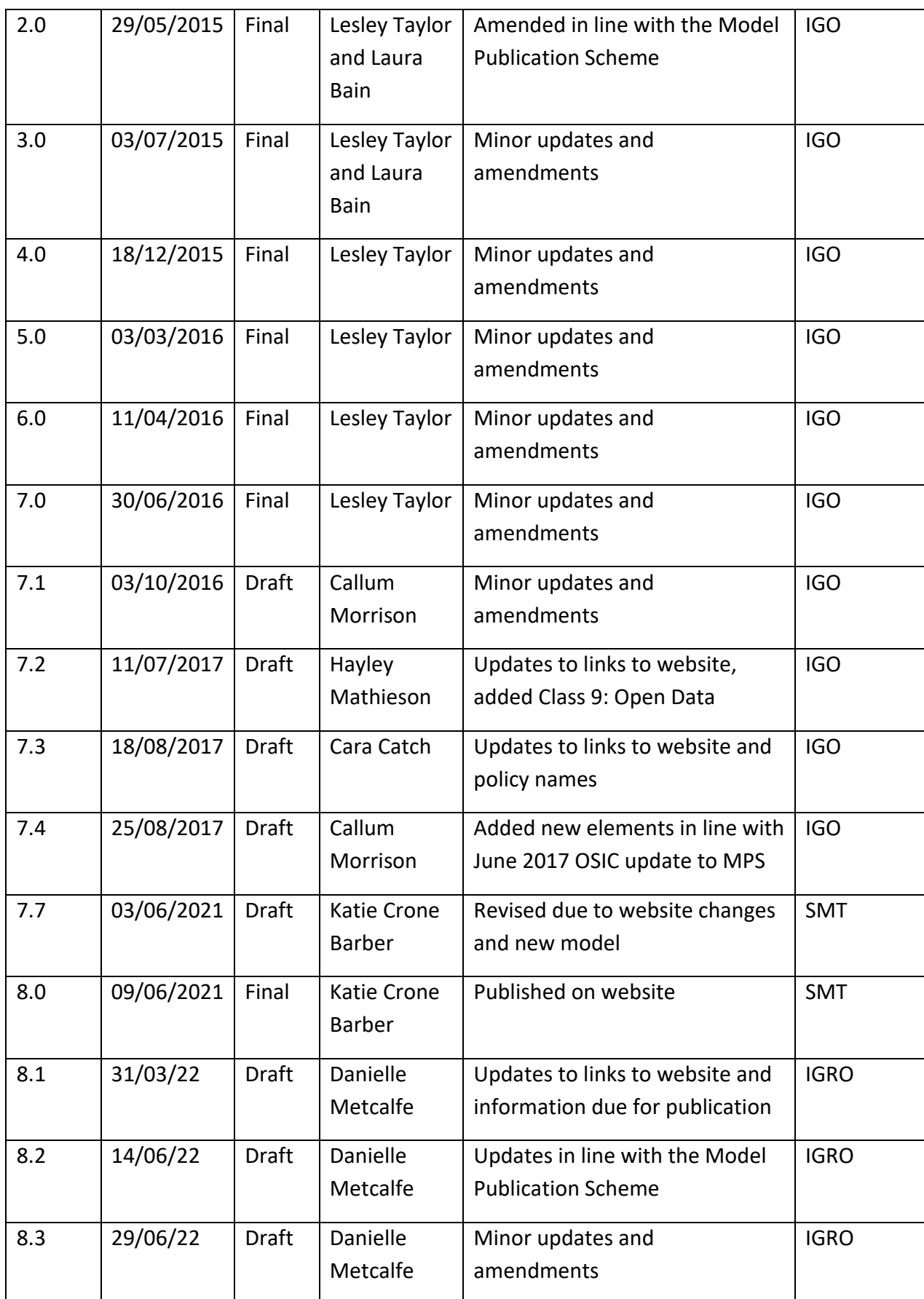
The information we publish under this class	How to access it
<i>External reports:</i>	
Annual Report and Accounts	View on our website
Business Plan	View on our website
Performance indicators and performance against them	Included in our Annual Report and Accounts (page 9 onwards)
Mainstreaming Equality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





9.0	08/08/22	Final	Danielle Metcalfe	Final version published on website	SMT
9.1	30/01/23	Draft	Danielle Metcalfe	Minor updates and amendments	IGRO
10.0	07/02/23	Final	Danielle Metcalfe	Final version published on website	SMT
10.1	29/06/23	Draft	Danielle Metcalfe	Updated links and minor amendments	IGRO
11.0	01/08/23	Final	Danielle Metcalfe	Final version published on the website	SMT
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