SEStran

Guide to information available through our Publication Scheme

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.

SEStran has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner.

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 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

SEStran's aim is to be as open as possible. However, the Act permits a limited number of exemptions from the requirement to disclose information.

There may be some circumstances where it is necessary to withhold information from any of the classes of information set out in this scheme where we consider that disclosure, for example, may prejudice law enforcement or legal proceedings, may be exempt or where the disclosure is otherwise prohibited by law.

We may also withhold information that may prejudice the commercial interests or confidentiality of any person or organisation, including SPT, and information which is personal information under the Data Protection Act 1998.

In these cases we will withhold the information and indicate why the information is being withheld.

Copyright

Information obtained from this publication scheme generally can be copied or reproduced without formal permission from SEStran, provided it is copied and reproduced accurately and is not used in a misleading, defamatory or prejudicial context and provided you identify the source of the material and SEStran's copyright status is acknowledged.

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Some works produced by the government qualify for Crown copyright protection which means that some of these materials can be reproduced without a licence. More details of these categories can be found at:

http://www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/index.htm

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http://www.ordnancesurvey.co.uk

SEStran will not provide Ordnance Survey mapping in any format that would mean that this would infringe its licence and will not provide Ordnance Survey mapping in digital format.

Accessing Information not included in the Publication Scheme

As indicated, this scheme lists the information that is or will be routinely made available. However, members of the public have further rights that enable them to access information from SEStran.

Since 1 January, 2005, members of the public have had the right to access information from Scottish Public Authorities (Section 1 of the Act). On 3 April, 2006, SEStran was designated as a Scottish Public Authority. Therefore, members of the public have the right to access information held by SEStran or held on behalf of SEStran subject to certain exceptions and conditions.

The process for obtaining information under section 1 of the Act (Freedom of Information request) is different than obtaining information under the publication scheme.

Before submitting a Freedom of Information request you should check our website as SEStran places a large amount of information on the website.

However, if you wish to submit a Freedom of Information request, the request must be in writing or in some other permanent recordable form such as an e-mail. The request should:

- Describe the information requested;
- State an address for correspondence;
- Preferably provide a contact number (in case we need to contact you to clarify the information requested);
- State the format in which you would wish to receive the information.

SEStran wishes to assist applicants and therefore we may contact you to clarify the exact nature of the information requested or to discuss the format of the information with you.

Our staff that are responsible for this scheme would be happy to assist you if you wish to contact them with any requests.

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, 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
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	20p

Information provided on CD-Rom will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run.

We do not pass on any other costs to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

The Freedom of Information Officer

SEStran, Ground Floor, Claremont House, 130 East Claremont Street, Edinburgh

EH7 4LB

Fax: 0131 524 5150 or E-mail: enquiries@sestran.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.

Classes of information

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 PARTNERSHIP

Class description:
Information about the Partnership, 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	
Partnership name	http://www.sestran.gov.uk/contact/
Address and contact details Contact details - customer care and complaint functions	http://www.sestran.gov.uk/contact/
Organisational structure, roles and responsibilities of senior officers	http://www.sestran.gov.uk/uploads/sestran_annual_report_2011-12.pdf
Business opening hours:	9:00am – 5:00pm
Publication Scheme and guide to information including contact details and advice on how to request information	http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesModelPublicationSchemes.asp http://www.sestran.gov.uk/uploads/sestran_guide_to_information_available_through_our_2013_publication_scheme.pdf
Constitution	
Legal framework	http://www.sestran.gov.uk/about/
How the Partnership is run	
Names of chief officers and Partnership Members, Partnership	http://www.sestran.gov.uk/uploads/sestran_annual_report_2011-12.pdf http://www.sestran.gov.uk/about/36/sestran-board/

Committees and decision making structures, corporate governance, etc	
Governance policies, including standing orders etc	http://www.sestran.gov.uk/publications/
Corporate Planning	
Mission statement	http://www.sestran.gov.uk/about/34/our-aims/
Corporate strategies	http://www.sestran.gov.uk/publications/
Corporate policies, e.g. equality, environmental, etc	http://www.sestran.gov.uk/publications/
Strategic planning process	http://www.sestran.gov.uk/publications/5/strategy-documents/

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
Functions	
Regional Transport Strategy	http://www.sestran.gov.uk/files/Regional%20Transport%20Strategy.pdf
Regional Transport Strategy Monitoring Report	http://www.sestran.gov.uk/uploads/sestran_annual_report_2011-12.pdf
RTS Action Plans	http://www.sestran.gov.uk/files/Delivery%20plan.pdf
What We Do	http://www.sestran.gov.uk/publications/
SEStran Projects	http://www.sestran.gov.uk/projects/

Access to Healthcare	http://www.sestran.gov.uk/projects/13/access-to-healthcare/
Community Planning	http://www.sestran.gov.uk/uploads/sestran_annual_report_2011-12.pdf
Services	
Travel Information and Advice	http://www.sestran-parkandride.com/ https://sestran.liftshare.com/ http://www.travelinescotland.com/welcome.do
Timetable Information and Journey Planning	http://mybustracker.co.uk/
Ticketing Schemes administered by SEStran	http://www.one-ticket.co.uk/
SEStran Thistle Assistance Card	http://www.sestran.gov.uk/index.php
Feedback (including complaints/compliments)	http://www.sestran.gov.uk/contact/

CLASS 3: HOW THE PARTNERSHIP 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
Decision Making	
Agendas and minutes of Partnership meetings and its committees	http://www.sestran.gov.uk/meetings/
The Regional Transport Strategy for the South East of	http://www.sestran.gov.uk/files/Regional%20Transport%20Strategy.pdf

Scotland	
List of Partnership members	http://www.sestran.gov.uk/about/36/sestran-board/
Governance documents	
Partnership Standing Orders	http://www.sestran.gov.uk/uploads/SESTRAN_Standing_Orders_as_amended_29.06.pdf
Contract Standing Orders	http://www.sestran.gov.uk/uploads/SESTRAN_Contract_Standing_Orders_v4__-_24_Sept_2012.pdf
Scheme of Delegations	http://www.sestran.gov.uk/uploads/Scheme_of_Delegation_05.10.pdf
Code of conduct	http://www.sestran.gov.uk/uploads/CCoC_Guidance_-_FINAL_-_Issued_11Nov2011_(2).pdf
Financial Regulations	http://www.sestran.gov.uk/publications/22/governance/

CLASS 4: WHAT THE PARTNERSHIP 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 audited accounts	http://www.sestran.gov.uk/publications/4/financial-statements/
Annual budgets - capital and revenue	http://www.sestran.gov.uk/uploads/sestran_business_plan_2012-13.pdf
Public Service Reform (Scotland) Act 2010 statements	http://www.sestran.gov.uk/uploads/SEStran_Annual_Report_2011-12.pdf http://www.sestran.gov.uk/publications/22/governance/
Financial Regulations	http://www.sestran.gov.uk/publications/22/governance/

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

Class description:

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

The information we publish under this class	How to access it
Human Resources	
Staff Policies	http://www.sestran.gov.uk/publications/2/hr-policies/
Conditions of Service	Contact us at details above
Equality Approach including Disability, Gender, and Race	http://www.sestran.gov.uk/publications/2/hr-policies/
Careers at SEStran	http://www.sestran.gov.uk/about/vacancies/
Physical Resources	
SEStran Property Information	Contact us at above address
Strategic Environmental Assessment Main Report and Executive Summary, March 2007	http://www.sestran.gov.uk/files/SESTRAN_RTS_290307.pdf
Sustainable and Active Travel Grant Scheme	http://www.sestran.gov.uk/grant-applications/
Information Resources	
SEStran's Publication Scheme	Publication Scheme

CLASS 6: HOW THE PARTNERSHIP 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
Contracts Standing Orders	http://www.sestran.gov.uk/uploads/SESTRAN_Contract_Standing_Orders_v4__-_24_Sept_2012.pdf
Past Tenders Awarded	http://www.sestran.gov.uk/publications/28/tenders--framework-contracts/

CLASS 7: HOW THE PARTNERSHIP IS PERFORMING

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

The information we publish under this class	How to access it
Annual report	http://www.sestran.gov.uk/uploads/SEStran_Annual_Report_2011-12.pdf

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
Information packaged and made available for sale on a commercial basis sold at market value through a retail outlet	We do not hold or publish information under this category.