

**NORTH STRATHCLYDE COMMUNITY
JUSTICE AUTHORITY**

**FREEDOM OF INFORMATION (SCOTLAND) ACT
2002**

PUBLICATION SCHEME

PUBLICATION SCHEME for NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY

Contact: Jim Hunter
Chief Officer
North Strathclyde Community Justice Authority
Unit 905
Mile End Mill
12 Seedhill Road
PAISLEY
PA1 1JS

Tel: 0141 887 6133
E-mail: jim.hunter@renfrewshire.gov.uk
Web: www.nscja.co.uk

1. INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (the Act) received Royal Assent on 28 May, 2002. The Act gives a general right of access to all types of recorded information held by Scottish public authorities, sets out exemptions from that right and places a number of obligations on public authorities which include the development of an approved Publication Scheme.

Section 23 (1) of the Act states that:

“A Publication Scheme must specify:

- (a) classes of information that the authority publishes or intends to publish;
- (b) the manner in which information of each class is, or is intended to be, published; and
- (c) whether the published information is, or is intended to be, available to the public free of charge or on payment.”

Section 23 states that in adopting or reviewing its Publication Scheme, the authority must have regard to the public interest in:

- (a) allowing public access to information held by it and in particular, to information which:
 - (i) relates to the provision of services by it, the cost to it of providing them or the standards attained by services so provided; or
 - (ii) consists of facts, or analyses on the basis of which decisions of importance to the public have been made by it; and
- (b) the publication of the reasons for decisions made by it.

These principles and purposes have been adopted in the compilation of this publication scheme. The North Strathclyde Community Justice Authority (hereinafter referred to as 'the 'Authority') has regard to the public interest in the information that the Authority holds. In the creation of this Publication Scheme, the Authority has been mindful of the value of openness and transparency. The Authority commends the publication of information via this Publication Scheme as a positive opportunity for the public to gain greater understanding about what the Authority does, how it operates and how it contributes to public life.

2. THE NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY

The Authority is a Scottish public authority as defined in Part 3 of Schedule 1 to the Freedom of Information (Scotland) Act 2002. It is one of eight new statutory bodies created by the Management of Offenders etc. (Scotland) Act 2005 to be strategic planning and monitoring authorities for the provision of community justice services in Scotland. The Authority will plan, co-ordinate, monitor and report on the delivery of offender services across Argyll & Bute, East Dunbartonshire, East Renfrewshire, Inverclyde, Renfrewshire and West Dunbartonshire. The Authority works in partnership with elected representatives from the six local authorities and, as set down in The Management of Offenders etc. (Scotland) Act 2005 (Designation of Partner Bodies) Order 2006, representatives from Strathclyde Police, NHS, Scottish Prison Service, Scottish Court Service, Crown Office and Procurator Fiscal Service, Victim Support Scotland, APEX Scotland, Action for Children, SACRO and Turning Point Scotland. The Authority sits quarterly at Paisley. Dates for meetings are available by contacting the address below or at www.nscja.co.uk . All administration takes place at:-

Finance Corporate Services Department
Renfrewshire Council Headquarters
Renfrewshire House
Cotton Street
PAISLEY
PA1 1TR

Tel: 0141 840 3229

3. FORMULATION OF THE SCHEME

The Publication Scheme takes into account the requirements imposed on the Authority in terms of the Freedom of Information (Scotland) Act 2002.

In considering what information should be included in the Scheme, the Authority took into account:-

- The terms of the Act
- The terms of the Management of Offenders etc. (Scotland) Act 2005

4. **RESPONSIBILITY FOR THE PUBLICATION SCHEME**

The person responsible for the overall operation of the scheme is Jim Hunter, Chief Officer (0141 887 6133).

5. **EXEMPTIONS**

The Authority's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where it is considered that disclosure may seriously prejudice law enforcement, legal proceedings or the Authority's statutory functions or where the disclosure is otherwise prohibited by law. The Authority may also withhold information which is either confidential or which is personal under the Data Protection Act 1998.

It should also be noted that the operational management of criminal justice social work will remain the responsibility of each constituent local authority.

6. **ARCHIVING POLICY**

The Authority's Archiving Policy is as follows:

| TYPE OF DOCUMENT | RETENTION PERIOD |
|---|------------------|
| North Strathclyde Community Justice Authority Minutes | Permanent |
| North Strathclyde Community Justice Authority Agendas | Permanent |
| Members' expenses | 5 years |

7. **COPYRIGHT**

Unless otherwise stated, the Authority reserves copyright in all information available under this Publication Scheme, whether that information is in electronic or hard copy format, text or graphics, and regardless of whether the copyright (©) symbol appears. The right to information under this scheme does not include permission to reproduce that information.

8. **ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME**

At present, not all the information available under this Publication Scheme can be downloaded online at www.nscja.co.uk. However, it is the intention that at some future date all information will be downloadable. All information is available in hard copy form via the contact address at the top of the Scheme.

9. **CHARGING POLICY**

Any charges that the board makes are set out under the Classes of Information listed at paragraph 12 below.

10. STANDARD OF SERVICE

The North Strathclyde Community Justice Authority is committed to Best Value in the service it provides to constituent councils.

11. COMPLAINTS AND FEEDBACK

Feedback, including complaints about this Scheme should be directed to:-

Jim Hunter
Chief Officer
North Strathclyde Community Justice Authority
Unit 905
Mile End Mill
12 Seedhill Road
PAISLEY
PA1 1JS

Tel: 0141 887 6133
E-mail: jim.hunter@renfrewshire.gov.uk
Web: www.nscja.co.uk

In terms of the Authority's Scheme of Delegation, the Clerk is authorised to determine reviews of decisions not to release information under the Freedom of Information (Scotland) Act 2002. The Clerk can be contacted at:-

Finance and Corporate Services Department
Renfrewshire Council Headquarters
Renfrewshire House
Cotton Street
PAISLEY
PA1 1TR

Tel: 0141 840 3229

If we are unable to resolve any complaint you may also contact the Scottish Information Commissioner who oversees the Act and whose contact details are below. The general right of access came into effect from 1st January, 2005 and introduced a formal appeal mechanism when information is withheld. Further details on this is available on the Commissioner's website at <http://www.itspublicknowledge.info/>

Scottish Information Commissioner
 Kinburn Castle
 Doubledykes Road
 ST ANDREWS
 Fife
 KY16 9DS

Tel: 01334 464610
 Fax: 01334 464611
 E-mail: enquiries@itspublicknowledge.info

12. CLASSES OF INFORMATION

| Information | Format and Manner in Which information is available | Charges |
|---|---|---|
| Who we are - details of the organisational structure, key personnel and Authority membership. | <ul style="list-style-type: none"> • Available for public inspection and on request in hard copy form at address detailed in paragraph 11. • Downloadable from: www.renfrewshire.gov.uk | No charge for inspection; photocopies charges at 11p per A4 side (if the document exceeds 10 pages) |
| Members' expenses. | <ul style="list-style-type: none"> • Available for public inspection and on request in hard copy form at address detailed in paragraph 11. | No charge for inspection; photocopies charges at 11p per A4 side (if the document exceeds 10 pages) |
| Minutes of Authority meetings - from 28th April, 2006 to present | <ul style="list-style-type: none"> • Available for public inspection and on request in hard copy form at address detailed in section 2 • Downloadable from: www.renfrewshire.gov.uk | No charge for inspection; photocopies charges at 11p per A4 side (if the document exceeds 10 pages) |
| Reports to the Authority | <ul style="list-style-type: none"> • Available for public inspection and on request in hard copy form at address detailed in section 2 • Downloadable from www.renfrewshire.gov.uk • Includes details of annual area plan, annual reports, policies, standing orders and schemes of delegation.n.b. some items may be confidential. | No charge for inspection; photocopies charged at 11p per A4 side (if the document exceeds 10 pages) |