



AGENDA ITEM 7

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Freedom of Information Publication Scheme
Meeting: Central Scotland Valuation Joint Board
Date: 5th April 2013
Author: Peter Wildman, Depute Assessor

1.0 INTRODUCTION

- 1.1 This report is to advise members of the Valuation Joint Board of the requirement to adopt the Freedom of Information Commissioner's Model Publication Scheme by 31 May 2013

2.0 BACKGROUND

The Freedom of Information (Scotland) Act 2002 requires public authorities including the Valuation Joint Board to adopt and maintain a publication scheme that has been approved by the Scottish Information Commissioner.

- 2.1 The Board's current publication scheme expires this year and in line with other Assessors and Valuation Joint Boards it has been agreed with the Scottish Information Commissioner that Central Scotland Valuation Joint Board and the Assessor will both adopt the Scottish Information Commissioner's Model Publication Scheme 2013. It should be noted that the Assessor will be required to produce his own publication scheme at the same time as the Board
- 2.2 The Model Publication Scheme 2013 is geared towards proactive publication and is divided into eight categories e.g. Class 1 "About Central Scotland Valuation Joint Board". Within each class there is a list of publications which if held by the authority we are expected to publish. In the case of Class 1 this will include information that is already published on the internet e.g. Address, Business Opening Hours, but will also include information such as the Board's Standing Orders that are available but not published at present.
- 2.3 As explained at 2.1 the adoption of the Model Publication Scheme is a task for all Assessors and Valuation Joint Boards. To minimise duplication of work the Scottish Assessors Association's (SAA)

Governance Committee has set up a small working group to produce a model "Guide to Information". Given the intricate nature of the relationship between the Board and the Assessor it has been agreed with the Scottish Information Commissioner that there should be a single "Guide to Information" that will cover both the Board and the Assessor and the guide will indicate whether the information is published by the Assessor or the Board and where that information can be located.

- 2.4 It should be noted that publication does not mean solely publishing on the internet, copies of the publications should also be available in other formats

3.0 CURRENT POSITION

- 3.1 A lot of the information e.g Board minutes and Accounts are currently published but it will be necessary to make arrangements for any remaining information to be published by 31 May 2013. Work on this is currently in hand
- 3.2 The SAA's Governance Committee's Working Group is due to report shortly following which work can commence to produce a "Guide to Information" to cover both Central Scotland Valuation Joint Board and the Assessor for Central Scotland. This will be produced and published by 31 May 2013

4.0 RECOMMENDATION

- 4.1 Members are asked to note the ongoing work to produce both the Board's and the Assessor's Model Publication Scheme's together with the associated "Guide to Information" ahead of their publication prior to 31 May 2013

.....
Peter Wildman
Depute Assessor
Date: 21st March 2013