

Angus Licensing Board

Publication Scheme

Freedom of Information (Scotland) Act 2002

August 2013

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Introduction

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.

Angus Licensing Board has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on the Commissioner's website at:

www.itspublicknowledge.info/MPS2012 or you can obtain a copy by contacting us at the [address](#) below.

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 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 - see [charges](#) section below.

Exempt Information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

The Board holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced (but not re-used – see below) without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of material is identified.

The publication scheme may however contain information where the copyright holder is not the Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at <http://www.oqps.gov.uk>.

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use the information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to the Board to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at:
<http://www.opsi.gov.uk/advice/psiregulations/index.htm>.

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 or where it can be sent to you electronically by email.

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.

Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

Reproduction costs	
Black and white copy	10 per A4 sheet
Colour copy	30p per A4 sheet
Alternative Formats	
Computer discs	£1 per CD-Rom/DVD
Pre-printed Publications	
Copy charges will be no more than the cost per copy of the total print run	
Selected Relevant Pages of a Large Document	
Black and white copy	10 per A4 sheet
Colour copy	30p per A4 sheet
Commercial Publications	
None	
Postage	
Recharged at the rate we pay to send the information to you.	

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

How to Contact Us

Publication Scheme

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

Freedom of Information Officer
Resources
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone 01307 476257
Fax 01307 476299
Email LEGDEM@angus.gov.uk

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.

Licensing Board

You can contact us for any queries in relation to the Licensing Board:

Licensing Section
Resources
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone 01307 476255 or 476251
Fax 01307 476299
Email LAWlicensing@angus.gov.uk

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 Angus Licensing Board

The Board is a separate legal entity from Angus Council. It does not employ any staff or own any assets. All staff carrying out the Board's responsibilities are recruited and employed by the Council. The Council provides accommodation for the meetings of the Board and necessary expenses for the work of the Board. All revenue received by the Board from licence application fees is transferred to the Council and the Board's budget is held by the Council. The Council's Model Scheme of Publication and Guide to Information are published at www.angus.gov.uk/foi/

Information about Angus Licensing Board, its membership, policies and procedures.	
Alcohol Licensing	www.angus.gov.uk/anguslicensingboard/
Gambling Licensing	www.angus.gov.uk/anguslicensingboard/
Licensing Board Reports	www.angus.gov.uk/LicensingBoard/

Any enquiries or complaints regarding the work of the Board can be directed to the postal, telephone or email [contact details](#) above.

Information relating to customer care and complaints functions of the Council can be found at:
www.angus.gov.uk/customer-care/

Class 2: How We Deliver Our Functions and Services

Information about our work, the services we provide, applications received and fees payable to the Board are listed at [Class 1](#) above.

Class 3: How We Take Decisions and What We Have Decided

The Board takes decisions in accordance with the Licensing (Scotland) Act 2005 and the Gambling Act 2005. Decisions are recorded in public registers and can be found as listed at [Class 1](#) above.

Information on public consultations can be located at: www.angus.gov.uk/haveyoursay/

Class 4: What We Spend and How We Spend It

The Board is a separate legal entity from Angus Council. It does not own any assets. The Council provides accommodation for Board meetings and the necessary expenses incurred in carrying out the work of the Board. All revenue received by the Board from licence application fees is given to the Council and the Board's budget is held by the Council.

The Council's Model Publication Scheme 2013 and Guide to Information are published at www.angus.gov.uk/foi/

Class 5: How We Manage Our Human, Physical and Information Resources

The Board is a separate legal entity from Angus Council. It comprises ten elected members of Angus Council. It does not employ any staff or own any assets. It is assisted and advised in its work by its Clerk, who is the Head of Legal and Democratic Services at Angus Council. The Clerk is assisted by officers within Legal and Democratic Services, Resources. All staff carrying out the Board's responsibilities are recruited and employed by the Council. The Council provides accommodation for the meetings of the Board.

The Model Publication Scheme of Angus Council provides information on how they manage their human, physical and information resources. Go to www.angus.gov.uk/foi/

Class 6: How We Procure Goods and Services From External Providers

The Board does not hold information within this class. Goods and services are procured by Angus Council. The Model Publication Scheme of Angus Council provides information on their procurement www.angus.gov.uk/foi/

Class 7: How We Are Performing

The Board processes applications and produces policies in accordance with timescales provided under alcohol and gambling licensing legislation. See [Class 1](#) above.

Class 8: Our Commercial Publications

The Board does not hold information within this class.