

***TAYSIDE VALUATION JOINT BOARD***



**Tayside Valuation Joint Board**

**GUIDE TO INFORMATION  
AVAILABLE THROUGH THE  
MODEL PUBLICATION SCHEME 2017**

# Guide to information available through the Model Publication Scheme 2017

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.

Tayside Valuation Joint Board has adopted the **Model Publication Scheme 2017** produced by the Scottish Information Commissioner. The scheme has the Commissioner's ongoing approval provided this guide to information is kept up to date.

You can see this scheme on our website at [www.tayside-vjb.gov.uk](http://www.tayside-vjb.gov.uk) or by contacting us at the address below.

Tayside Valuation Joint Board  
William Wallace House  
Orchard Loan  
Orchardbank Business Park  
FORFAR  
DD8 1WH

Tel: 01307 499910  
Fax: 01307 499950  
[assessor@tayside-vjb.gov.uk](mailto:assessor@tayside-vjb.gov.uk)

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 (although there may be a charge for this).

## **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**

Where Tayside Valuation Joint Board 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 Tayside Valuation Joint Board 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.

Unless otherwise stated, all information contained within our scheme is available from us free of charge where it can be downloaded from our website.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below. In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

VAT will be charged where appropriate.

### ***Reproduction costs:***

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy). Computer discs will be charged at the rate of £1.00 per CD-Rom.

### ***Postage cost:***

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

For the avoidance of doubt these costs relate to the delivering of information which is otherwise free.

***Fixed Charge Publications:***

Tayside Valuation Joint Board does not currently publish any documents to which charges apply.

**CONTACT US**

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

Tayside Valuation Joint Board  
William Wallace House  
Orchard Loan  
Orchardbank Business Park  
FORFAR  
DD8 1WH

Tel: 01307 499910  
Fax: 01307 499950  
[assessor@tayside-vjb.gov.uk](mailto:assessor@tayside-vjb.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.

## 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.

Notes:

Tayside Valuation Joint Board is required to publish the information it holds which fall within the classes of the Model Publication Scheme 2016. If we do not hold information within a class, this is indicated under the class description below.

<b>CLASS 1: ABOUT TAYSIDE VALUATION JOINT BOARD</b>
<p>Class description: Information about Tayside Valuation Joint Board , who we are, where to find us, how to contact us, how we are managed and our external relations</p>

<b>The information we publish under this class</b>	<b>How to access it</b>
General Information	<a href="http://www.tayside-vjb.gov.uk/index.htm">www.tayside-vjb.gov.uk/index.htm</a>
Standing Orders	<a href="http://www.tayside-vjb.gov.uk/pages/standing.html">www.tayside-vjb.gov.uk/pages/standing.html</a>
Addresses and contact details	<a href="http://www.tayside-vjb.gov.uk/pages/contactus.html">www.tayside-vjb.gov.uk/pages/contactus.html</a>
The Assessor and his Department	<a href="http://www.tayside-vjb.gov.uk/pages/assessordept.html">www.tayside-vjb.gov.uk/pages/assessordept.html</a>
Complaints Procedure	<a href="http://www.tayside-vjb.gov.uk/pages/complaintspro.html">www.tayside-vjb.gov.uk/pages/complaintspro.html</a>
Publication Scheme and Guide to Information	<a href="http://www.tayside-vjb.gov.uk/pages/FOI-publication-general.html">www.tayside-vjb.gov.uk/pages/FOI-publication-general.html</a>
Freedom of Information policy	<a href="http://www.tayside-vjb.gov.uk/pages/FOI-general.html">www.tayside-vjb.gov.uk/pages/FOI-general.html</a>
Data Protection	<a href="http://www.tayside-vjb.gov.uk/pages/dataprotection.html">www.tayside-vjb.gov.uk/pages/dataprotection.html</a>
Equalities	<a href="http://www.tayside-vjb.gov.uk/pages/equalities.html">www.tayside-vjb.gov.uk/pages/equalities.html</a>
Other Assessors	<a href="http://www.tayside-vjb.gov.uk/pages/otherassessors.html">www.tayside-vjb.gov.uk/pages/otherassessors.html</a>
The Board	
Membership	<a href="http://www.tayside-vjb.gov.uk/pages/membership.html">www.tayside-vjb.gov.uk/pages/membership.html</a>
Governance policies	<a href="http://www.tayside-vjb.gov.uk/pages/codeofcorporategovernance.html">www.tayside-vjb.gov.uk/pages/codeofcorporategovernance.html</a>
Business continuity plan	<a href="http://www.tayside-vjb.gov.uk/pages/businesscontinuity.html">www.tayside-vjb.gov.uk/pages/businesscontinuity.html</a>
Risk Register	<a href="http://www.tayside-vjb.gov.uk/pages/riskreq.html">www.tayside-vjb.gov.uk/pages/riskreq.html</a>

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>
<p>Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>

<b>The information we publish under this class</b>	<b>How to access it</b>
Corporate Plan & Service plan	<a href="http://www.tayside-vjb.gov.uk/pages/serviceplan.html">www.tayside-vjb.gov.uk/pages/serviceplan.html</a>

### **CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED**

Class description:  
Information about the decisions we take, how we make decisions and how we involve others.

<b>The information we publish under this class</b>	<b>How to access it</b>
Board agendas and minutes of meetings	<a href="http://www.tayside-vjb.gov.uk/pages/boardmeetings.html">www.tayside-vjb.gov.uk/pages/boardmeetings.html</a>
Reports to the Board	<a href="http://www.tayside-vjb.gov.uk/pages/agendas.html">www.tayside-vjb.gov.uk/pages/agendas.html</a>

### **CLASS 4: WHAT WE SPEND AND HOW WE SPEND 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).

<b>The information we publish under this class</b>	<b>How to access it</b>
Financial regulations	<a href="http://www.tayside-vjb.gov.uk/pages/financialreg.html">www.tayside-vjb.gov.uk/pages/financialreg.html</a>
Audited Accounts	<a href="http://www.tayside-vjb.gov.uk/pages/audited2017.html">www.tayside-vjb.gov.uk/pages/audited2017.html</a>
Budget Reports	<a href="http://www.tayside-vjb.gov.uk/pages/minutes.html">www.tayside-vjb.gov.uk/pages/minutes.html</a>
Tender Procedures	<a href="http://www.tayside-vjb.gov.uk/pages/tender.html">www.tayside-vjb.gov.uk/pages/tender.html</a>

### **CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES**

Class description:  
Information about how we manage the human, physical and information resources of Tayside Valuation Joint Board and the Assessor for Tayside Valuation Joint Board.

<b>The information we publish under this class</b>	<b>How to access it</b>
Records management policy	<a href="http://www.tayside-vjb.gov.uk/pages/records.html">www.tayside-vjb.gov.uk/pages/records.html</a>
Disclosure of Information	<a href="http://www.tayside-vjb.gov.uk/pages/disclosureofinfo.html">www.tayside-vjb.gov.uk/pages/disclosureofinfo.html</a>
Health & Safety	<a href="http://www.tayside-vjb.gov.uk/pages/health.html">www.tayside-vjb.gov.uk/pages/health.html</a>

### **CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

Class description:  
Information about how we procure goods and services, and our contracts with external providers.

<b>The information we publish under this class</b>	<b>How to access it</b>
Tender procedures	<a href="http://www.tayside-vjb.gov.uk/pages/tender.html">www.tayside-vjb.gov.uk/pages/tender.html</a>
Procurement Procedures	<a href="http://www.tayside-vjb.gov.uk/pages/purchasing.html">www.tayside-vjb.gov.uk/pages/purchasing.html</a>
Contracts Register	<a href="http://www.tayside-vjb.gov.uk/pages/FOI-contracts-register.html">www.tayside-vjb.gov.uk/pages/FOI-contracts-register.html</a>

## CLASS 7: HOW WE ARE PERFORMING

**Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services

<b>The information we publish under this class</b>	<b>How to access it</b>
Best Value Key Performance Indicators	<a href="http://www.tayside-vjb.gov.uk/pages/performanceinfo.html">www.tayside-vjb.gov.uk/pages/performanceinfo.html</a>
Annual Public Performance Reports	<a href="http://www.tayside-vjb.gov.uk/pages/performanceinfo.html">www.tayside-vjb.gov.uk/pages/performanceinfo.html</a>
Customer Satisfaction Surveys	<a href="http://www.tayside-vjb.gov.uk/pages/performanceinfo.html">www.tayside-vjb.gov.uk/pages/performanceinfo.html</a>

## 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
NONE	

## CLASS 9: OUR OPEN DATA

**Class description:**

Open data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

<b>The information we publish under this class</b>	<b>How to access it</b>
NONE	



## HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to

Alastair Kirkwood BSc MRICS (Dip Rating), IRRV (Hons), AEA  
Assessor  
Tayside Valuation Joint Board  
William Wallace House  
Orchard Loan  
Orchardbank Business Park  
FORFAR  
DD8 1WH

[alastair.kirkwood@tayside-vjb.gov.uk](mailto:alastair.kirkwood@tayside-vjb.gov.uk)

Alternatively, an information request form is available from our website.

### ***Charges for information which is not available under the scheme:***

The charges for information which *is* available under this scheme are set out under the section on *Charges* above. If you submit a request to us for information which *is not* available under the scheme the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

### ***Charges for environmental information:***

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge. Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

### ***Requests for your own personal data:***

You are entitled to request your personal data from Tayside Valuation Joint Board who shall provide free of charge any requests for an individual's own personal data within one month of the request and on provision of acceptable ID. Where there is delay, we will advise you of this. If further copies of your personal data are required by you, we may charge a reasonable fee based on administrative costs.