

**GLASGOW COMMUNITY
JUSTICE AUTHORITY**

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

PUBLICATION SCHEME

PUBLICATION SCHEME for GLASGOW COMMUNITY JUSTICE AUTHORITY)

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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 Glasgow 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 GLASGOW 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 Glasgow City Council. The Authority works in partnership with elected representatives from Glasgow City Council 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, Procurator Fiscal, Victim Support Scotland, APEX Scotland, Turning Point Scotland, SACRO and Crossreach. The Authority sits quarterly at the City Chambers. Dates for meetings are available by contacting the address below. All administration takes place at:-

Committee Services
Chief Executive Department
Glasgow City Council
City Chambers
George Square
Glasgow
G2 1DU

Tel: 0141 287 3511
Fax: 0141 287 5332

3. FORMULATING THE SCHEME

This Publication Scheme is a guide to the information that the Authority routinely publishes. The term publication is not limited to information contained in a bound or printed form (e.g. brochure or a book). Many different forms of information (e.g. Web based information) are just as much part of the Publication Scheme as a mass-produced leaflet.

The purpose of this Publication Scheme is to ensure that a significant amount of information is available without the need for a specific request. The Authority intends that its Scheme will encourage the publication of more information than it is required to publish under existing legislation and to develop a greater culture of openness.

The Authority's Publication Scheme follows a model scheme for all Community Justice Authorities, which has been approved by the Scottish Information Commissioner. The draft model Scheme was prepared by the North Strathclyde Community Justice Authority and was circulated widely for consultation and comment. The consultation exercise resulted in the finalised model Scheme, which aims to provide a guide to the composition and work of all Community Justice Authorities and to be easily understood.

4. **RESPONSIBILITY FOR THE PUBLICATION SCHEME**

The person responsible for the overall operation of the scheme is Gillian Little, Acting / Chief Officer 0141 287 70916.

5. **EXEMPTIONS**

- (a) All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed in this section).
- (b) The general entitlement to information under section 1 of the Freedom of Information (Scotland) Act 2002 enables any member of the public to make a request for information that is not in this Scheme.

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 we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would breach the law of confidentiality or prejudice substantially the authority's ability to perform a statutory function. We will also withhold information which is personal data and the disclosure of which would breach any of the Data Protection principles.

In these cases, we will withhold the information and indicate why the information is being withheld. Even where an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out.

It should 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 will undertake regular reviews of its publication scheme and the information contained in it

The Authority's archiving policy is as follows:

TYPE OF DOCUMENT	RETENTION PERIOD
Glasgow Community Justice Authority Minutes	Permanent
Glasgow 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 <http://www.glasgowcja.org.uk/>

However, it is the intention that by December 2009 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

The Authority will not apply a cost for inspecting. There will be no charge for photocopying where the volume of copying is less than 10 A4 sides; thereafter copies will be charged at 10p per A4 side. These charges apply to all Classes of Information listed at paragraph 12 below.

10. STANDARD OF SERVICE

The Glasgow 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:-

Chief Officer
Glasgow Community Justice Authority
4th Floor Westergate
11 Hope Street
Glasgow
G2 6AB

Tel: 0141 287 70916

Fax: 0141 287 2997

E-mail: communityjusticeauthority@glasgow.gov.uk

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

Room 30 Glasgow City Chambers
George Square
Glasgow
G2 1DU

Tel: 0141 287 4521

Fax: 0141 287 3627

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
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 form at address detailed in paragraph 11. Downloadable from: http://www.glasgowcja.org.uk/WhoWeAre/index.htm
Members' expenses.	<ul style="list-style-type: none"> Available for public inspection and on request in hard copy at address detailed in paragraph 11.
Minutes of Authority Meetings	<ul style="list-style-type: none"> Available for public inspection and on request in hard copy at address detailed in section 2 Downloadable from: http://www.glasgowcja.org.uk/Publications/Board_Papers_and_Minutes_and_Meeting_Schedule/
Reports submitted to meetings of the Authority	<ul style="list-style-type: none"> All reports are available for public inspection and on request in hard copy form at address detailed in section 2 Downloadable from http://www.glasgowcja.org.uk/Publications/Board_Papers_and_Minutes_and_Meeting_Schedule/ <ul style="list-style-type: none"> Includes details of annual area plan, annual reports, policies, standing orders, schemes of delegation and background papers.