

East Dunbartonshire Council Guide to the Publication Scheme

1. Guide to the Publication Scheme

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where the Freedom of Information legislation expressly permits it.

Section 23 of FOISA requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. Publication schemes are high level, strategic documents in which a public authority commits to making published information reasonably available to the general public. This ensures that published information held by authorities is open, accountable and transparent at all times.

The Council has adopted the Model Publication Scheme, produced by the Scottish Information Commissioner.

In addition to adopting the model scheme, the Council has produced this guide. The purpose of our guide 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 to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

FOISA and the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide separate rights of access to the information held by The Council.

Where information is not published under the scheme, it can be requested through FOISA or, in the case of environmental information, EIRs.

Terms Used in the Publication Scheme and Guide

Term used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification form	The form an authority must submit to notify the Commissioner of its adoption of the MPS
Re-use Regulations	The Re-use of Public Sector Information Regulations 2015
Copyright law	The Copyright, Designs and Patents Act 1988
TNA	The National Archives

2. Guide to East Dunbartonshire

With a population of 106,730 East Dunbartonshire is in the mid-range of Scottish local authorities in terms of population and covers 77 square miles. It comprises a mixture of urban and rural areas that includes the settlements of Bearsden, Bishopbriggs, Kirkintilloch, Lennoxtown, Lenzie, Milngavie, Milton of Campsie, Torrance and Twechar.

East Dunbartonshire has high levels of employment with 77.2% of the working age population classed as economically active, which is slightly higher than the Scottish average of 76.7%. Unemployment is lower than average with 1.2% of the working age population claiming Out of Work benefits, 1% below the national average.

East Dunbartonshire has the highest life expectancy in Scotland for both men (80.5 years) and women (83.5years). This is above the Scottish average of 77.1 years for men and 81.1 years for women.

Skills Development Scotland shows that in East Dunbartonshire there were 3,115 VAT/PAYE registered businesses in 2014, which was up 4.5% from 2013, and above the 2.8% growth in Scotland. Since 2010, the business base has grown by 6%, which is just above the 5% growth in Scotland.

East Dunbartonshire has been recognised as one of the best areas to live in Scotland based on residents' health, life expectancy, employment, school performance and climate. In 2017 BBC Radio 4's Woman's Hour named East Dunbartonshire as the best place in the United Kingdom for women to live.

3. East Dunbartonshire Council

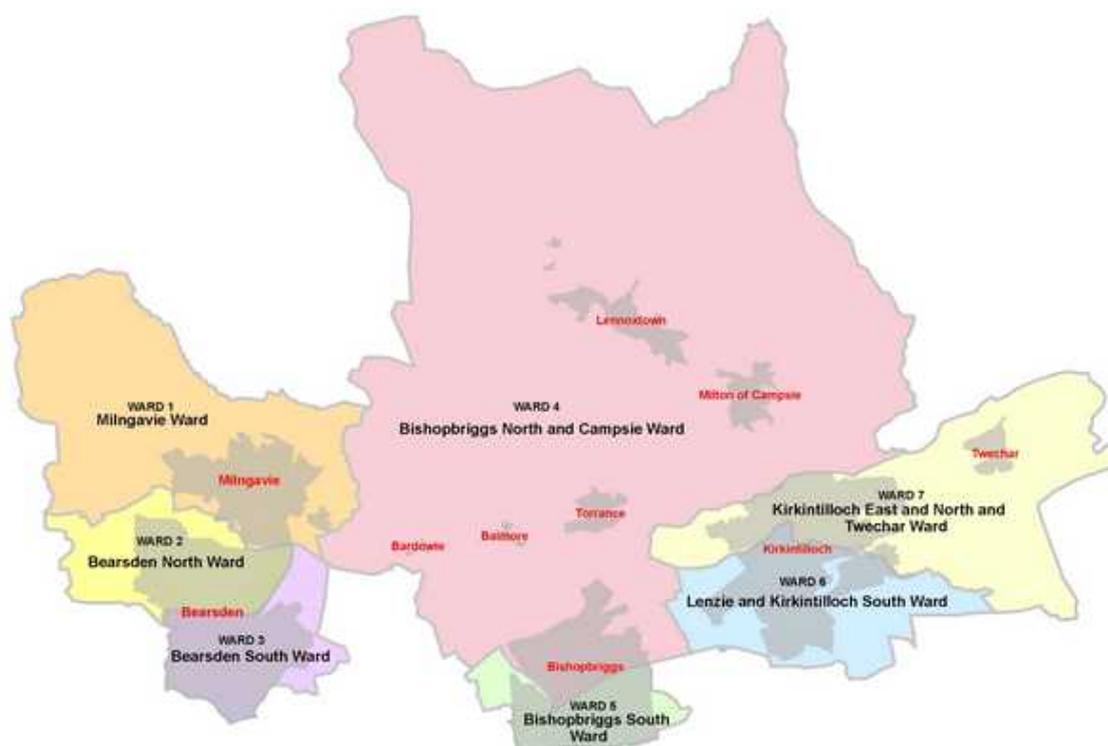
The Council delivers a wide range of functions and services to the community, many through statutory obligations. The Local Government in Scotland Act 2003 places a legal duty on councils to lead community planning in their area, and also provides them with the statutory power to advance wellbeing – in other words, Councils may undertake and/or support any activity in the interests of their local community, subject to certain limiting provisions.

These services include:

Building Standards	Information Services
Business Enterprise	Legal Services & Licensing
Community Learning & Development	Planning
Community Safety	Registration
Cultural Services	Roads & Transport
Education	Services for Children & Young People
Environmental Services	Social Work
Housing	

Decision Making Structure

There are seven Council Wards in East Dunbartonshire.

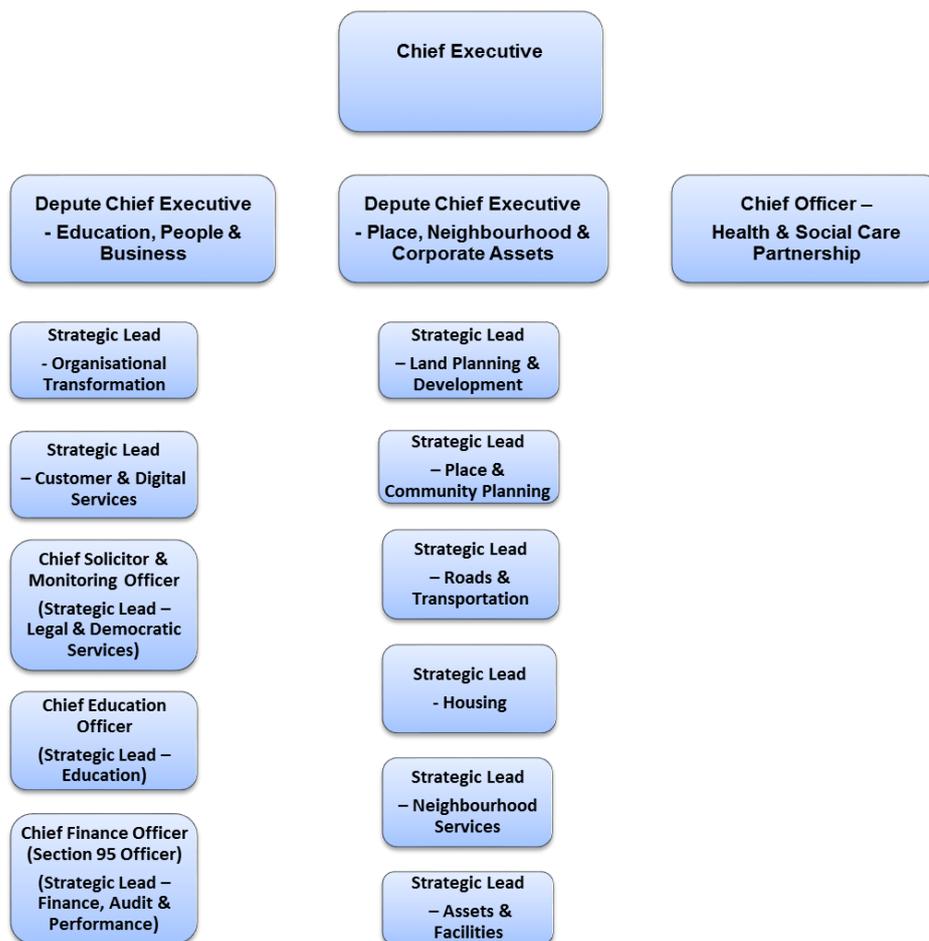


Six Council Wards return three Elected Members, the other, Bishopbriggs North and Campsie, returns four Elected Members. In total there are 22 Elected Members, comprising the following political groupings;

Scottish National Party	7 Members
Scottish Liberal Democrats	6 Members
Scottish Conservatives	6 Members
Scottish Labour Party	2 Members
Independents	1 Member

Operational Structure

The Council's services are delivered by 11 strategic groupings, which report to two Deputy Chief Executives. The Council's Social Work Service is delivered through the East Dunbartonshire Health and Social Care Partnership in conjunction with NHS Greater Glasgow and Clyde.



Performance Reporting

The Council aims to achieve a significant, measurable and demonstrable improvement in the quality of life of its citizens by delivering or facilitating excellent, customer-focussed services. The Council is committed to providing members of the public with information on its performance to enable them to determine how well their Council is performing. The Local Outcome Improvement Plan (LOIP) 2016-2019 states the strategic direction, priorities

and outcomes which have been agreed for delivery with community planning partners. The Plan is based on local need - identified via engagement with local people and communities together with data taken from the 2011 Census and 2012 Scottish Index of Multiple Deprivation (SIMD). It identifies progress on achievement of our long-term outcomes aimed at reducing inequality and disadvantage across our communities and engaging with local people in the design and delivery of public services.

Associated Organisations

The following bodies work alongside the Council in delivering Services to the people of East Dunbartonshire

Police Scotland

<http://www.scotland.police.uk/>

Scottish Fire and Rescue Service

<http://www.firescotland.gov.uk/>

Strathclyde Partnership for Transport

<http://www.spt.co.uk/>

Dunbartonshire and Argyll & Bute Valuation Joint Board

<http://www.dab-vjb.gov.uk/>

East Dunbartonshire Licensing Board

<https://www.eastdunbarton.gov.uk/business/licensing-permits/licensing-board>

East Dunbartonshire Health and Social Care Partnership

<https://www.eastdunbarton.gov.uk/health-and-social-care>

East Dunbartonshire Leisure and Culture Trust

<https://www.edlc.co.uk/>

inspirED Education (East Dunbartonshire Ltd.)

<https://beta.companieshouse.gov.uk/company/05368807>

East Dunbartonshire Development Company Ltd.

<https://beta.companieshouse.gov.uk/company/SC105815>

Scotland Excel

<http://www.scotland-excel.org.uk/>

Lennoxton Initiative

<http://www.scdc.org.uk/what/community-led-action-research/scarf/environment-recreation/lennoxton-initiative/>

4. ACCESSING INFORMATION UNDER THE SCHEME

Information available under the model publication scheme will normally be available through the routes described below.

Online:

Most information covered by the publication scheme is available to download from our website.

By email:

If the information you seek is in the model publication scheme but is not available on our website, we will usually be able to send the information to you by email. When requesting information from us, please provide a telephone number so that we can contact you to clarify details, if necessary.

By phone:

Information under the scheme can also be requested from us over the telephone. Please call the Council's FOI Officer on 0141-578 8057 to request information available under this scheme.

By post:

All information under the scheme will normally be available in paper copy form. Please address your request to: Freedom of Information Officer, East Dunbartonshire Council, Marina Headquarters, 12 Strathkelvin Place, Kirkintilloch G66 1TJ

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable. Please also include a telephone number so we can contact you to clarify any details, if necessary.

Personal visits:

In limited cases, you may be asked to make an appointment to view the information.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact the Council's Freedom of Information Officer (0141-578 8057), who will be happy to help or email foi@eastdunbarton.gov.uk.

5. INFORMATION THAT WE MAY NOT PROVIDE

All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following receipt of your request.

However, sometimes we may not be able to provide certain information which is described in the scheme. This could be for two reasons:-

We do not have it or publish it

The model publication scheme class structure covers every possible type of information a council might publish. Under law, a model publication scheme has to be adopted in its entirety.

Information is exempt from disclosure

Our aim in maintaining the publication scheme is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed in the scheme. This may be an entire document, or just parts of a document (for example, minutes of meetings might be published, but with personal information 'blacked out'). Information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is someone's personal information and its release would breach data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out. In all instances the Council will endeavour to provide you with such information as it can and will explain why it has not been possible to provide you with some or all of the information requested by you.

6. OUR CHARGING POLICIES

Information Published through the Publication Scheme

Information contained within the scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or computer disc / alternative formats. The Council is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

Reproduction costs	
Black and white copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats	
Computer discs	£1.00per CD-Rom / DVD
Postage	
Charged at the cost to the Council of sending the information by first class post	

Charges for Information available only through request

Freedom of Information

Under the FOISA and the EIRs the Council is entitled to charge for making information available in response to requests.

The charges are based on the following:

- estimated costs of staff time to find information
- any costs associated with putting information into a particular format
- copying and postage costs.

The Council would not charge for the time taken to determine whether we hold the information requested, or the time it takes to decide whether the information can be released.

Where it would cost the Council £100 or less to provide the information to you, there will not be a charge. If it costs between £100 and £600 to provide the information, the Council may ask you to pay 10% of that part of the cost. So, for example, if it costs £400, then the Council may charge up to £30 (i.e. first £100 is free, then we may charge 10% of the cost between £100 and £400).

Environmental Information

Under the EIRs the Council is entitled to charge a reasonable amount, not exceeding the costs of producing the information, in answer to environmental information requests.

In responding to Environmental Information requests the Council would not charge for the time to determine whether we hold the requested information, 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.

- Photocopying is charged at the rates set out above
- Postage is charged at actual rate for second class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate including overheads.

In the event that the Council decides to impose a charge you will be issued 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.

7. COPYRIGHT AND RE-USE

Copyright

The Council holds the copyright for the vast majority of information in this publication scheme. This information (except logos) may be copied, reproduced and used subject to your acceptance of the Open Government Licence for public sector information. You can request a copy of the licence by contacting the Council using the details provided here in the Guide.

This allows use of information freely and flexibly with only a few conditions. For example:

- you must acknowledge the source of the information
- you must ensure that you do not use the information in a way that suggests any official status or that the Council endorses you or your use of the information
- you must ensure that you do not mislead others or misrepresent the information or its source

By using information in which the Council holds the copyright, you accept the terms and conditions of the Open Government Licence.

The Open Government Licence does not cover the use of information in which the Council does not hold the copyright. Where the Council does not hold the copyright in information we publish, we will make this clear. Where there is any third-party copyright information, you will need to obtain permission from the copyright holders.

Re-Use of Public Sector Information

The Re-Use of Public Sector Information Regulations 2015 govern the re-use of information that has been obtained from public bodies in the United Kingdom. The regulations are designed to encourage the re-use of public sector information based on the principles of transparency, fairness and consistency. The Re-Use of Public Sector Information Regulations 2015 apply where an applicant has obtained information from the council and wants to re-use that information for a purpose other than that for which it was originally produced. This could include a commercial purpose.

Further details on the Council's procedures for re-use can be found using the following link

[add link to webpage]

8. FEEDBACK

The Council will review our Guide to the Publication Scheme from time to time. As a result, we welcome feedback on how we can develop the guide further. If you would like to comment on any aspect of this, then please contact us.

You may, for example, wish to tell us about:

- other information that you would like to see included in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

Please send any comments or suggestions to: Freedom of Information Officer, East Dunbartonshire Council, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ (Tel: 0141-578 8057) or email foi@eastdunbarton.gov.uk

9. COMPLAINTS

Complaints about the publication scheme

Our aim is to make our guide to the publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Freedom of Information Officer, East Dunbartonshire Council, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ (Tel: 0141-578 8057) or email foi@eastdunbarton.gov.uk

If you are still unhappy, you may contact the Scottish Information Commissioners' Office, on the details below.

Appealing to the Scottish Information Commissioner

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights will apply only to publication scheme requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

This same three-step right of appeal applies if you make written requests for information which is not included in the publication scheme, and are unhappy with the response you receive.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

Fife

KY16 9DS

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

10. HOW TO ACCESS INFORMATION NOT AVAILABLE UNDER THE SCHEME

If the information you are seeking is not available under the publication scheme, then you may wish to request it from us. FOISA provides you with a general right of access to the information we hold, subject to certain exemptions.

The EIRs provide a right of access to the environmental information we hold, and the Data Protection Act 1998 provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Together these three pieces of legislation provide rights of access to most information held by the Council. However, there are other acts or regulations which provide a right of access to specific types of information held by local authorities, or which require registers to be publicly available. This includes information held on school pupils and social work client files.

Pupil information:

<https://ico.org.uk/for-the-public/schools/pupils-info/>

Should you wish to request a copy of any information that we hold that is not available under the model scheme, please write to Freedom of Information Officer, East Dunbartonshire Council, 12 Strathkelvin Place, Kirkintilloch G66 1TJ.

Requests for your own personal data under the Data Protection Act 1998

The Council does not make any charges for dealing with Subject Access requests or any other applications for personal data under the Data Protection Act 1998.

Educational Records

Older school pupils have a right to access all records containing their personal information although in some circumstances information may need to be withheld. In order to obtain access to their school pupil records a pupil must make a formal request in writing or in another permanent form to their head teacher.

Under the Pupil's Educational Records (Scotland) Regulations 2003 parents are also provided with the right to access their child's educational records, though not the full pupil record. This application must also be in permanent format and supported with suitable identification.

The school is entitled to charge a fee for producing copies of the information shown to the enquirer, although in East Dunbartonshire such fees are not usually levied.

The fees would be as follows:

No of pages	Maximum fee	No of pages	Maximum fee
1-19	£1	100-149	£10
20-29	£2	150-199	£15
30-39	£3	200-249	£20
40-49	£4	250-299	£25
50-59	£5	300-349	£30
60-69	£6	350-399	£35
70-79	£7	400-499	£40
80-89	£8	500+	£50
90-99	£9		

Information Published by East Dunbartonshire Council

CLASS 1: ABOUT EAST DUNBARTONSHIRE COUNCIL

Class description:

Information about The Council who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
General information about the authority Authority name, address and contact details for headquarters and principal offices Organisational structure, roles and responsibilities of senior officers	About Your Council http://www.eastdunbarton.gov.uk/council/about-council
Business opening hours	Community Hub http://www.eastdunbarton.gov.uk/contact-us

	<p>Contact Centre http://www.eastdunbarton.gov.uk/contact-us</p> <p>Public Holidays http://www.eastdunbarton.gov.uk/council/about-council/public-holidays</p> <p>School Holidays http://www.eastdunbarton.gov.uk/residents/schools-and-learning/school-holidays</p>
Contact details for customer care and complaints functions	<p>Report It http://www.eastdunbarton.gov.uk/residents/report-problem</p> <p>Contact Us http://www.eastdunbarton.gov.uk/contact-us</p> <p>Customer Complaints http://www.eastdunbarton.gov.uk/customer-complaints</p>
Publication scheme and guide to information	<p>EDC Publication Scheme & Guide to Information http://www.eastdunbarton.gov.uk/council/freedom-information</p>
Charging schedule for published information	<p>Charging schedule http://www.eastdunbarton.gov.uk/council/freedom-information</p>

Contact details and advice about how to request information from the authority	Data Protection http://www.eastdunbarton.gov.uk/council/data-protection Freedom of Information http://www.eastdunbarton.gov.uk/council/freedom-information
Charging schedule for environmental information provided in response to requests under the EIRs (if the authority charges for environmental information).	Charging schedule http://www.eastdunbarton.gov.uk/council/freedom-information
Constitution	
Legal framework for the authority, including constitution, articles of association or charter.	Council Administration Scheme http://www.eastdunbarton.gov.uk/council/committees-councillors/decision-making-administrative-scheme

<p>How the authority is run</p>	
<p>Description of governance structure, Board, committees and other decision making structures</p>	<p>Committees and Decision Making http://www.eastdunbarton.gov.uk/council/committees-councillors</p>
<p>Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers</p>	<p><u>Organisational structure, Chief Executive and senior management</u> http://www.eastdunbarton.gov.uk/council/about-council/chief-officers-services</p> <p>Community Planning Partnership Board http://www.eastdunbarton.gov.uk/our-local-outcomes</p>
<p>Governance policies, including standing orders, code of</p>	<p>Council Administrative Scheme http://www.eastdunbarton.gov.uk/council/committees-councillors/decision-making-administrative-scheme</p>

conduct and register of interests.	
Corporate planning	
Mission statement	Working together to achieve the best with the people of East Dunbartonshire https://www.eastdunbarton.gov.uk/council/about-council/local-outcome-improvement-plan-2016-2019
Corporate plan	Local Outcome Improvement Plan 2016 - 2019 https://www.eastdunbarton.gov.uk/council/about-council/local-outcome-improvement-plan-2016-2019
Corporate strategies and policies, for economic development, health and safety, equality, sustainability Strategic planning processes.	<p>Council Wide- Policies, Strategies and Plans http://www.eastdunbarton.gov.uk/council/about-council</p> <p>Current Committee Documents http://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents/current-committee-documents-search</p> <p>Archive Committee Documents http://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents/archive-committee-documents-search</p> <p>Housing Plans, Policies and Strategies http://www.eastdunbarton.gov.uk/residents/housing</p> <p>Framework for Improving Health, Wellbeing & Care for Older People http://www.eastdunbarton.gov.uk/health-and-social-care</p>

<https://www.eastdunbarton.gov.uk/health-and-social-care/health-and-social-care-services/services-adults-and-older-people>

Anti-Social Behaviour Strategy

<http://www.eastdunbarton.gov.uk/residents/environmental-health-residents/nuisance/community-safety-partnership>

Fuel Poverty Strategy

<https://www.eastdunbarton.gov.uk/residents/housing/advice-support/home-insulation-heating-fuel-efficiency>

Local Transport Strategy

<https://www.eastdunbarton.gov.uk/local-transport-strategy>

Waste Strategy

<https://www.eastdunbarton.gov.uk/residents/recycling-waste>

Consultation and Engagement Strategy

https://www.eastdunbarton.gov.uk/filedepot_download/17009/847&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwippbbrl7PLAhWJ7BQKHc7vAOcQFggUMAA&usq=AFQjCNHX3AuUcdF4LhDvIJAm9uvmF9KAjg

Anti-Fraud and Anti-Corruption Policy

<https://www.eastdunbarton.gov.uk/fraud>

External relations	
Accountability relationships, including reports to regulators	<p>Council Performance http://www.eastdunbarton.gov.uk/council/about-council/performance-and-governance</p> <p>Council statistics, facts and figures http://www.eastdunbarton.gov.uk/statistics-facts-and-figures</p>
Internal and external audit arrangements	<p>Audit Procedures https://www.eastdunbarton.gov.uk/council/audit-best-value-and-community-planning</p> <p>External Auditors Report https://www.eastdunbarton.gov.uk/filedepot_download/17085/1250&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwjakqDPm7PLAhWIOxoKHVYVDP4QFggUMAA&usg=AFQjCNFeuoKMAPN-3yIdd-8OKtISFBT4Jg</p>
Subsidiary companies (wholly and part owned) and other significant financial interests	<p>Community Partnership Planning Board http://www.eastdunbarton.gov.uk/community-planning-partnership</p> <p>East Dunbartonshire Culture and Leisure Trust https://www.edlc.co.uk/</p> <p>Mugdock Country Park is owned jointly with Stirling Council and managed by East Dunbartonshire Council http://www.mugdock-country-park.org.uk/</p>
Strategic agreements with other bodies.	<p>Community Life and Leisure https://www.edlc.co.uk/</p>

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Functions	
Description of Services and functions, including statutory basis for them, where applicable	<u>Services and functions</u> http://www.eastdunbarton.gov.uk/council/about-council <u>Schools and learning</u> https://www.eastdunbarton.gov.uk/residents/schools-and-learning
How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve	Licenses Permits and Permissions https://www.eastdunbarton.gov.uk/business/licensing-permits

<p>How to report a concern to the authority</p>	<p>Consultations, Complaints and Compliments https://www.eastdunbarton.gov.uk/council/comments-and-complaints</p>
<p>Reports of the authority's exercise of its statutory functions</p>	<p>Committee Documents https://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents</p>
<p>Statutory registers (NB not if inspection-only)</p>	<p>e-planning http://www.eastdunbarton.gov.uk/eplanning</p> <p>Building Standards Register http://www.eastdunbarton.gov.uk/residents/planning/building-control/building-standards-register</p>
<p>Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc.</p>	<p>Planning https://www.eastdunbarton.gov.uk/residents/planning/planning-policy</p>
<p>Service policies and internal staff procedures, including allocation, quality and standards</p>	<p>Policies, Strategies and Plans https://www.eastdunbarton.gov.uk/contact-us</p>

<p>Service schedules and delivery plans Information for service users, including how to access the services</p>	<p>Business Improvement Plans http://www.eastdunbarton.gov.uk/council/business-improvement-plans</p> <p>Contact Us http://www.eastdunbarton.gov.uk/contact-us</p>
<p>Service fees and charges, including bursaries.</p>	<p>Apply for It http://www.eastdunbarton.gov.uk/residents/apply</p> <p>Pay for It http://www.eastdunbarton.gov.uk/residents/make-payment/make-payment</p>
<p>Public consultation and engagement strategies</p>	<p>Consultation and Engagement https://www.eastdunbarton.gov.uk/council/consultations</p>
<p>Reports of regulatory inspections, audits and investigations carried out by the authority.</p>	<p>Assurance and Improvement Plan http://www.audit-scotland.gov.uk/docs/best_value/2014/aip_140603_east_dunbartonshire.pdf</p> <p>Audit and Risk Management Committee https://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents</p> <p>Council Performance and Statistics https://www.eastdunbarton.gov.uk/council/about-council/performance-and-governance</p>

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

The information we publish under this class	How to access it
Decision making	
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Committee Documents https://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 http://planning.eastdunbarton.gov.uk/online-applications/search.do?action=simple&searchType=Application

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.

The information we publish under this class	How to access it
Financial statements, including annual accounts and quarterly budget statements	Financial accounts http://www.eastdunbarton.gov.uk/council/about-council/annual-accounts
Financial policies and procedures for budget allocation	Financial Regulations http://www.eastdunbarton.gov.uk/council/committees-councillors/decision-making-administrative-scheme
Budget allocation to key policy / function / service areas Purchasing plans and capital funding plans	Committee Documents https://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents
Financial administration manual / internal financial regulations	Financial Regulations https://www.eastdunbarton.gov.uk/council/about-council/annual-accounts
Senior staff / board member expenses at category level e.g., travel, subsistence	Elected Members' Expenses https://www.eastdunbarton.gov.uk/council/committees-councillors/councillors-allowances Chief Officers' Remuneration

and accommodation	https://www.eastdunbarton.gov.uk/council/about-council/chief-officers-services
Board member remuneration other than expenses	Board Members' Remuneration https://www.eastdunbarton.gov.uk/council/committees-councillors
Pay and grading structure (levels of pay rather than individual salaries)	Equality Outcomes and Mainstreaming Report https://www.eastdunbarton.gov.uk/filedepot_download/18126/1347&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwiDtbLHlrnLAhUGcBoKHaM9AgsQFggaMAE&usg=AFQjCNEmRRXjGIhotnGCfMqlwQ32d_oyqg
Investments, summary information about endowments, investments and authority pension fund	Benefits of Working With Us http://www.eastdunbarton.gov.uk/council/jobs/benefits-working-us
Funding awards available from the authority, how to apply for them and funding awards made by the authority.	Grants http://www.eastdunbarton.gov.uk/community-grants-scheme

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 The Council

The information we publish under this class	How to access it
Human resources	
Strategy and management of human resources	Customer Services and Transformation https://www.eastdunbarton.gov.uk/council/jobs Business Improvement Plans http://www.eastdunbarton.gov.uk/council/business-improvement-plans
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Jobs and Careers https://www.eastdunbarton.gov.uk/council/jobs Recruitment https://www.myjobscotland.gov.uk/councils/east-dunbartonshire-council/jobs/mjsint

Employee relations structures and agreements reached with recognised trade unions and professional organisations.	Committee Documents https://www.eastdunbarton.gov.uk/council/committees-councillors/search-documents
Physical resources	
Management of the authority's land and property assets, including environmental / sustainability reports Description of the authority's land and property holdings Estate development plans	Land and Property –Availability Lists https://www.eastdunbarton.gov.uk/residents/planning/advice-services/planning-natural-and-historic-environment
Information resources	
Records management policy, including records retention schedule	Records Management Policy https://www.eastdunbarton.gov.uk/filedepot_download/17144/1172&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwiRsvKUkrnLAhWB2RoKHRiNAHsQFggUMAA&usq=AFQjCNFoPNWPA97DV5F_nHNRMmMFnk5fow

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

The information we publish under this class	How to access it
Procurement policies and procedures	Procurement http://www.eastdunbarton.gov.uk/business/procurement/procurement-regulatory-framework Annual Procurement Strategy https://www.eastdunbarton.gov.uk/business/procurement/corporate-procurement
Invitations to tender. List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value.	Contract Register http://www.eastdunbarton.gov.uk/business/procurement/contracts-and-tenders Current contract opportunities https://www.eastdunbarton.gov.uk/business/procurement/current-contract-opportunities

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

The information we publish under this class	How to access it
External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable	<p>Council Performance http://www.eastdunbarton.gov.uk/council/about-council/performance-and-governance</p> <p>Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 201218, as amended https://www.eastdunbarton.gov.uk/equality-and-human-rights</p> <p>Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended https://www.eastdunbarton.gov.uk/equality-and-human-rights</p>
Performance indicators and performance against them.	<p>Statutory Performance Indicators http://www.eastdunbarton.gov.uk/council/about-council/performance-and-governance</p>

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.

The information we publish under this class

None

CLASS 9: OUR OPEN DATA**Class description:**

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack¹⁹ and available under an open licence.

The information we publish under this class

Open Data

[Please see East Dunbartonshire Council's Re-Use of Public Sector Information webpage](#)