

THE STATE HOSPITALS BOARD FOR SCOTLAND

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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.

The State Hospitals Board for Scotland has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/mps or by contacting us at the address shown on page 2.

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

The State Hospital uses a range of copyright models for information it creates. Where a license is stated, please respect any restrictions on further use.

Where The State Hospitals Board for Scotland holds the copyright, but we have not cited a license type for the 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.
- The source of the material is identified.

Where The State Hospitals Board for Scotland 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.

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to registers.

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.

Photocopied information will be charged at a standard rate of 10p per A4 copy (monochrome) and 20p per A4 copy (colour). Electronic media will be charged at the rate of £1.00 per computer disc / DVD.

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

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

Contact us

Requests for information must be made in writing, and must state a name and contact details for the enquirer in addition to describing what information is required. Any enquiries should be sent to the Hospital as follows:

- By email - TSH.FOI-Mailbox@nhs.scot
- By post - FOI Requests, Information Governance, Harris Building, The State Hospital, Carstairs, Lanark ML11 8RP.
- By telephone - 01555 840293.

The classes of information that we publish

We publish information that we hold within the classes outlined below. 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 THE AUTHORITY
Class description: Information about The State Hospitals Board for Scotland, who we are, where to find us, how to contact us, how we are managed and our external relations. Click here to access the information we publish under Class 1.

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.

[Click here to access the information we publish under Class 2.](#)

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.

[Click here to access the information we publish under Class 3.](#)

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).

[Click here to access the information we publish under Class 4.](#)

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

Class description: Information about how we manage our human, physical and information resources.

[Click here to access the information we publish under Class 5.](#)

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.

[Click here to access the information we publish under Class 6.](#)

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.

[Click here to access the information we publish under Class 7.](#)

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.

[Click here to access the information we publish under Class 8.](#)

CLASS 9: OUR OPEN DATA

Class description: Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open license.

[Click here to access the information we publish under Class 9.](#)