SCOTTISH LEGAL AID BOARD

Guide to Information available through the Publication Scheme

2015

Guide to information available through our 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 Scottish Legal Aid Board has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. It is approved until 31 May 2019. You can read more about the Scheme on the Commissioner's website at www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow the public 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 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 will remove or redact the information before publication and explain why.

Copyright

Where the Scottish Legal Aid 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 the Scottish Legal Aid 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.

There is no charge to view information on our website or at our premises.

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.

Our photocopying charge per sheet of paper is shown in the tables below:

Photocopying

Size of paper	**Pence per sheet of paper**
A4	£0.016

Postage costs will be recharged at the rate we paid 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 on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a ‘market value’ which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme. We will also 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. You can contact us in the following ways:

e-mail: foi@slab.org.uk (please only use this email address if your query is about the Guide to Information or freedom of information. If you have any other type of query, contact us at general@slab.org.uk)

write to:
FOI publication requests
Chief Executive's Office
Thistle House, 91 Haymarket Terrace
Edinburgh EH12 5HE

telephone: 0131 240 2078 or 0131 240 1963

personal visit: You may prefer to visit us in person to ask for or get information from our Publication Scheme. It is helpful if you contact us first to arrange an appointment.

Freedom of Information contact

If you would like to give us your comments, suggestions or have a complaint about our Publication Scheme, please contact Graeme Hill, Director of Corporate Services and Accounts. His contact details are given below. Colin Lancaster, our Chief Executive, has overall responsibility for the Board's Publication Scheme.

Graeme Hill
Director of Corporate Services and Accounts
Scottish Legal Aid Board
Thistle House
91 Haymarket Terrace
Edinburgh EH12 5HE
Tel: 0131 240 2078
Fax: 0131 220 4878
E-mail: foi@slab.org.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 THE SCOTTISH LEGAL AID BOARD
Class description: Information about our organisation, 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
Guide to Information	http://www.slab.org.uk/about-us/access-to-information/publication/
History of legal aid	http://www.slab.org.uk/about-us/who-we-are/history/
Contact details, including addresses and opening hours and how to make a complaint	http://www.slab.org.uk/about-us/contact-us/
Legal aid handbook, including legal aid legislation, regulations and Board policies on legal aid cases	http://www.slab.org.uk/providers/handbooks/
Legal Framework	Our governing legislation which includes SLAB's constitution is the Legal Aid (Scotland) Act 1986. http://www.legislation.gov.uk/ukpga/1986/47/contents
About us and what we do	http://www.slab.org.uk/about-us/what-we-do/
Board members and senior staff, including information about our board members, our senior staff and our management structure	http://www.slab.org.uk/about-us/who-we-are/
Governance policies, including Standing Orders, Board Member Code of Conduct, Register of Interests	http://www.slab.org.uk/about-us/who-we-are/board/
The Board's committee structure and members	http://www.slab.org.uk/about-us/who-we-are/board/board-committees/
Board meetings and committees of the Board, including programme of meetings, agendas and minutes	http://www.slab.org.uk/about-us/who-we-are/board/board-committees/minutes/
Papers presented to Board and Committee meetings	Available on request – we publish minutes of the Board and Legal Services Policy Committee which detail the papers presented at the meeting and a short overview. We consider that much of this information will be exempt from disclosure under the Act.
Legal Services Cases Committee co-opted members and Board reporters	http://www.slab.org.uk/export/sites/default/common/documents/about_us/board_members_senior_staff/Board_reporters_and_co-opted_members_of_the_LSCC.pdf
Corporate Plan	http://www.slab.org.uk/about-us/what-we-do/corporate-plans/

Corporate Policies	Available on request
Corporate Strategies	Available on request
Equalities Strategy	http://www.slab.org.uk/about-us/equalities/
Accountability Relationships	http://www.slab.org.uk/about-us/who-we-are/ http://www.slab.org.uk/export/sites/default/common/documents/about_us/board_members_senior_staff/SLAB_-_Management_Statement_and_Financial_Memorandum_25_March_2010.pdf
Press releases and Board statements	http://www.slab.org.uk/news/index.html
Mailings to the legal profession	http://www.slab.org.uk/providers/mailshots/
Contacts for journalists	http://www.slab.org.uk/news/index.html

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**
Corporate Plan	http://www.slab.org.uk/about-us/what-we-do/corporate-plans/
Annual Report	http://www.slab.org.uk/about-us/what-we-do/annual-report/
Other reports on our statutory functions	http://www.slab.org.uk/about-us/what-we-do/policyanddevelopmentoverview/Accesstolegalservicesreferencegroup/
Corporate parenting	http://www.slab.org.uk/about-us/what-we-do/policyanddevelopmentoverview/Corporate_parenting.html
Internal staff procedures for performing statutory functions – Our staff follow the procedures which are set out in the Legal Aid Handbooks	http://www.slab.org.uk/providers/handbooks/
Internal quality and standards – Details of our key performance indicators are included in our Corporate	http://www.slab.org.uk/about-us/what-we-do/corporate-plans/

Plan	
What help is available under legal aid	http://www.slab.org.uk/public/
Civil legal aid – information for applicants leaflet	http://www.slab.org.uk/common/documents/publications/leaflets/Info_for_Applicants_08_Jul_14_Web.pdf
Civil legal aid calculator – to find out if you could be financially eligible for civil legal aid	http://www.slab.org.uk/public/civil/calculator/index.html
Information for opponents in civil legal aid cases	www.slab.org.uk/common/documents/publications/leaflets/Opponents_Updated_March_2013.pdf
Criminal legal aid – if you are not in custody	
Advice and assistance calculator – to find out if you could be financially eligible for advice and assistance	http://www.slab.org.uk/public/advice/index.html
Information about legal aid if you are a child	http://www.slab.org.uk/common/documents/publications/leaflets/Childrenxs_leaflet_for_children_Web.pdf
Materials in other languages and formats	http://www.slab.org.uk/languages/index.html
Find your nearest legal aid solicitor – enter your postcode and see a list of the solicitors closest to you who are registered to provide legal aid	http://www.slab.org.uk/public/solicitor-finder/index.html
Criminal and Civil Legal Assistance Registers – to see lists of the firms and solicitors who are registered to provide legal aid	http://www.slab.org.uk/public/solicitor-finder/index.html
Information about Legal aid online	http://www.slab.org.uk/providers/online/
Legal aid forms	http://www.slab.org.uk/providers/documents/forms/
Grant funding programme and direct civil advice services	http://www.slab.org.uk/providers/advice/grant-funding/
Police Station Duty Scheme	http://www.slab.org.uk/providers/DutyPlans/PoliceStationDutySchem/
Court duty plans	http://www.slab.org.uk/providers/DutyPlans/index.html
Equal access	http://www.slab.org.uk/about-us/equalities/
How to make a complaint or report a concern	http://www.slab.org.uk/about-us/complaints/

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS 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
Corporate Plan – Service Standards and Performance Targets	http://www.slab.org.uk/about-us/what-we-do/corporate-plans/
Legal Aid Handbook, including legal aid legislation, regulations and Board policies on legal aid cases	http://www.slab.org.uk/providers/handbooks/
Research	http://www.slab.org.uk/about-us/what-we-do/research/
Consultations	http://www.slab.org.uk/about-us/what-we-do/consultations/
Reports of regulatory inspections, audits and investigations carried out by SLAB	This is available on request

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT
Class description: Information about our strategy for, and management of, financial resources.

The information we publish under this class	How to access it
Annual Report and Statement of Accounts – Legal Aid Fund and Grant in Aid. This includes information on expenditure for different departments within SLAB.	http://www.slab.org.uk/about-us/what-we-do/annual-report/
Contracts register – Current list of suppliers and value of contracts	Available on request
Management Statement and Financial Memorandum	http://www.slab.org.uk/export/sites/default/common/documents/about_us/board_members_senior_staff/SLAB_-_Management_Statement_and_Financial_Memorandum_25_March_2010.pdf
Financial policies and procedures	Available on request
Board Members and Senior Staff Expenses	http://www.slab.org.uk/about-us/who-we-are/board/
Funding awards	http://www.slab.org.uk/about-us/what-we-do/policyanddevelopmentoverview/#powers
Pay and grading structure	Available on request

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources of the authority

The information we publish under this class	How to access it
Staffing structure	http://www.slab.org.uk/export/sites/default/common/documents/about_us/board_members_senior_staff/Management_Structure.pdf
Human resources policies and guidelines	Available on request
Job vacancies and recruitment information	http://www.slab-vacancies.org.uk/
Single Equality Scheme	http://www.slab.org.uk/about-us/equalities/
Employee relations structures and agreements with trade unions	Available on request
Data protection policy	http://www.slab.org.uk/about-us/access-to-information/
Freedom of Information Procedures	http://www.slab.org.uk/about-us/access-to-information/
Records management policy	http://www.slab.org.uk/about-us/access-to-information/
Statistical information published	http://www.slab.org.uk/about-us/what-we-do/annual-report/

CLASS 6: HOW THE AUTHORITY PROCURES 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
SLAB Procurement policy and procedures	http://www.slab.org.uk/about-us/business/
Current invitations to tender	All Board tenders are published on the Scottish Procurement website: http://www.publiccontractsscotland.gov.uk/
Contracts register – Current list of suppliers and value of contracts	Available on request

CLASS 7: HOW OUR AUTHORITY IS PERFORMING
Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Annual Reports – including Annual Review, Annual Report and Statement of Accounts, Annual Report statistics and analysis	http://www.slab.org.uk/about-us/what-we-do/annual-report/
Reports under the Public Services Reform (Scotland) Act 2010	http://www.slab.org.uk/about-us/access-to-information/Public-Services-Reform-Act/

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	How to access it
We do not hold this information.	