# Guide to Information available through the Publication Scheme

The Scottish Legal Aid Board

www.slab.org.uk

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** produced by the Scottish Information Commissioner. You can read more about the Scheme on the **Commissioner's website** 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 may decide not to publish or 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
- 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, such as for 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 table below:

| Size of paper | Pence per sheet |
| --- | --- |
| 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:
**Email: 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
Scottish Legal Aid Board
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 firs 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 Linda Ross, Director of Corporate Services

and Accounts.

Linda Ross
Scottish Legal Aid Board
Thistle House
91 Haymarket Terrace
Edinburgh
EH12 5HE
Telephone: 0131 240 2078
Email: **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** | www.slab.org.uk/corporate-information/access-to-information/ |
| **History of legal aid** | www.slab.org.uk/about-us/who-we-are/history/ |
| **Legal aid handbook**, including legal aid legislation, regulations and Board policies on legal aid cases | www.slab.org.uk/providers/handbooks/ |
| **Legal Framework** | Our governing legislation which includes SLAB's constitution is the Legal Aid (Scotland) Act 1986: www.legislation.gov.uk/ukpga/1986/47/contents |
| **About us and what we do** | 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 | www.slab.org.uk/corporate-information/our-people/ www.slab.org.uk/corporate-information/our-people/board-members/ |
| **Governance policies,** including Standing Orders, Board Member Code of Conduct, Register of Interests | www.slab.org.uk/app/uploads/2019/03/SLAB-Board-Standing-Orders.pdf |
| **The Board's committee structure and members** | www.slab.org.uk/corporate-information/what-we-do/board-committees/ |

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| **Board meetings and committees of the Board**, including programme of meetings, agendas and minutes | www.slab.org.uk/about-us/who-we-are/board/board-committees/minutes/ |
| **Papers presented to Board and Committee meetings** | We publish minutes of the Board and Legal Assistance Policy Committee which detail the papers presented at the meeting and a short overview. In addition, the Board will make a decision on what Board meeting papers can be published at each of its meetings. The approved papers will then be published on the website following the approval of the minute at the following meeting. |

## CLASS 2: How we deliver our functions and service

**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** | www.slab.org.uk/corporate-information/publications/corporate-information/corporate-and-business-plans/ |
| **Annual Report** | www.slab.org.uk/corporate-information/publications/corporate-information/annual-reports/ |
| **Other reports on our statutory functions** | www.slab.org.uk/corporate-information/publications/ |
| **Corporate parenting** | www.slab.org.uk/corporate-information/publications/ |
| **Internal staff procedures for performing statutory functions** – Our staff follow the procedures which are set out in the Legal Aid Handbooks | www.slab.org.uk/providers/handbooks/ |
| **Internal quality and standards** – Details of our key performance indicators are included in our Corporate Plan | www.slab.org.uk/corporate-information/publications/performance-reports/ |
| **What help is available under legal aid** | www.slab.org.uk/public/ |
| **Civil legal aid calculator** – to find out if you could be financially eligible for civil legal aid | www.slab.org.uk/new-to-legal-aid/eligibility-estimators/estimator-civil-legal-aid/ |

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| **Information for opponents in civil legal aid cases** | www.slab.org.uk/new-to-legal-aid/leaflets/ |
| **Criminal legal aid** – if you are not in custody | www.slab.org.uk/guidance/scope-and-nature-of-criminal-legal-aid/ |
| **Advice and assistance calculator** – to find out if you could be financially eligible for advice and assistance | www.slab.org.uk/public/advice/index.html |
| **Information about legal aid if you are a child** | www.slab.org.uk/new-to-legal-aid/leaflets/ |
| **Materials in other languages and formats** | https://www.slab.org.uk/site-pages/accessibility-statement/other-languages-and-formats/ |
| **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 | www.slab.org.uk/new-to-legal-aid/find-a-solicitor/ |
| **Criminal and Civil Legal Assistance Registers** – to see lists of the firms and solicitors who are registered to provide legal aid | www.slab.org.uk/new-to-legal-aid/find-a-solicitor/solicitor-registers/ |
| **Information about Legal aid online** | www.slab.org.uk/providers/online/ |
| **Legal aid forms** | www.slab.org.uk/current-cases/leaflets/ |
| **Grant funding programme and direct civil advice services** | www.slab.org.uk/providers/advice/grant-funding/ |
| **Police Station Duty Scheme** | www.slab.org.uk/providers/DutyPlans/PoliceStationDutySchem/ |
| **Court duty plans** | www.slab.org.uk/solicitors/other-resources/duty-plans/court-duty-plans/ |
| **Equal access** | www.slab.org.uk/about-us/equalities/ |
| **How to make a complaint or report a concern** | www.slab.org.uk/about-us/complaints/ |

## CLASS 3: How the authority takes decisions and what is 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 | www.slab.org.uk/corporate-information/publications/corporate-information/corporate-and-business-plans/ |
| **Legal Aid Guidance**, including legal aid legislation, regulations and Board policies on legal aid cases | www.slab.org.uk/solicitors/legal-aid-guidance/ |
| **Research** | www.slab.org.uk/corporate-information/publications/research-publications/ |
| **Consultations** | www.slab.org.uk/corporate-information/publications/consultations/ |
| **Reports of regulatory inspections, audits and investigations carried out by SLAB** | We hold information on our assessment of solicitors' compliance with our Code of Practice for Criminal Legal Assistance. 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, including information on expenditure for different departments within SLAB | www.slab.org.uk/corporate-information/publications/corporate-information/annual-reports/ |
| **Contracts register** – Current list of suppliers and value of contracts | www.slab.org.uk/corporate-information/how-we-work/board-suppliers/ Register available on request. |
| **Governance and Accountability Framework** | www.slab.org.uk/app/uploads/2019/03/SLAB-Framework-Document.pdf |
| **Financial policies and procedures** | Available on request. |
| **Funding awards** | www.slab.org.uk/corporate-information/publications/grant-funding-publications/ |
| **Pay and grading structure** | Available on request. |

| Board Members and Senior Staff Expenses | www.slab.org.uk/about-us/who-we-are/board/ |
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## CLASS 5: How the authority manages its human, physical and information

**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 | www.slab.org.uk/corporate-information/our-people/ |
| Human resources policies and guidelines | Available on request. |
| Job vacancies and recruitment information | www.slab.org.uk/recruitment/ |
| Single Equality Scheme | www.slab.org.uk/about-us/equalities/ |
| Employee relations structures and agreements with trade | Available on request. |
| Data protection policy | www.slab.org.uk/site-pages/privacy-policies/ |
| Freedom of Information Procedures | www.slab.org.uk/about-us/access-to-information/ |
| Records management policy | www.slab.org.uk/about-us/access-to-information/ |
| Statistical information published | www.slab.org.uk/corporate-information/ |

## 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 | www.slab.org.uk/corporate-information/how-we-work/board-suppliers/ |
| Current invitations to tender – published on Scottish Procurement website | 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 |
| --- | --- |

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|---|---|
| **Annual Reports** – including Annual Review, Annual Report and Statement of Accounts, Annual Report statistics and analysis | www.slab.org.uk/corporate-information/publications/ |
| **Reports under the Public Services Reform (Scotland) Act 2010** | www.slab.org.uk/corporate-information/publications/ |

| 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, for example a bookshop, museum or research journal. | |
| **The information we publish under this class** | **How to access it** |
| We do not hold this information. | N/A |

| CLASS 9: Our open data | |
|---|---|
| **Class description:** Open data made available as described by the Scottish Government's Open Data Resource Pack and available under an open licence. | |
| **The information we publish under this class** | **How to access it** |
| N/A | Available on request. |