

ZETLAND TRANSPORT PARTNERSHIP (ZetTrans)

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

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.

Zetland Transport Partnership (ZetTrans) has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on our website at <http://www.zettrans.org.uk/aboutus/> or by contacting us at the address below.

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

ZetTrans holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced (but not re-used - see below) without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may however contain information where the copyright holder is not ZetTrans. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

Re-Use of Public Sector Information

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to Shetland Islands Council to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please contact Mrs Anne Cogle, Team Leader – Administration. Contact information can be found on page 4 of this guide.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/advice/psi-regulations/index.htm> We can provide you with a copy of this information if you do not have internet access.

Charges

All information contained within our 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 on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

Contact us

You can contact us for assistance with any aspect of this publication scheme

We will also be pleased to 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.

Complaints

Our aim is to make our 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:

Executive Manager – Transport Planning
Development Department
Solarhus
3 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Telephone: 01595 744868
Fax: 01595 744880
Email: zettrans@shetland.gov.uk

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

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 apply only to information 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.

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.

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 ZETLAND TRANSPORT PARTNERSHIP (ZetTrans)

Class description:

Information about ZetTrans - 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	About Us http://www.zettrans.org.uk/aboutus/ Contact Us http://www.zettrans.org.uk/contactus/default.asp Freedom of Information http://www.zettrans.org.uk/aboutus/FreedomofInformation.asp
Constitution	Administrative Regulations http://www.zettrans.org.uk/aboutus/Membership.asp
How the Authority is run	About Your Members and Advisers http://www.zettrans.org.uk/aboutus/Membership.asp Stakeholder Meetings – Shetland External Transport Forum http://www.shetland.gov.uk/coins/allBodyMeetings.asp?bodyid=357&bodytitle=Shetland+External+Transport+Forum&MeetingYear=2013

Strategic Planning	Shetland Transport Strategy http://www.zettrans.org.uk/consultation/documents/ShetlandTransportStrategy050508.pdf
Equal Opportunities	Gender Equality Policy and Disability Policy http://www.zettrans.org.uk/aboutus/Membership.asp
External Relations	Government Bodies, Other Transport Partnerships and Other External Organisations http://www.zettrans.org.uk/links/ Shetland Islands Council http://www.shetland.gov.uk/

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	Statutory Functions http://www.zettrans.org.uk/aboutus/TransportStrategy.asp
Services	Transport Services To and From Shetland http://www.zettrans.org.uk/toandfromshetland/ Internal Ferry Services http://www.zettrans.org.uk/ferry/ Bus Services and Timetables http://www.zettrans.org.uk/bus/ http://www.zettrans.org.uk/bus/BusTimetables.asp Internal Air Services http://www.zettrans.org.uk/plane/ Sustainable Travel http://www.zettrans.org.uk/sustainabletravel/default.asp

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	Agendas and Minutes http://www.shetland.gov.uk/coins/ Community Consultation and Involvement http://www.zettrans.org.uk/consultation/

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 information	Annual Report and Accounts http://www.zettrans.org.uk/aboutus/AnnualReportandAccounts.asp

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 authority.

The information we publish under this class	How to access it
Human Resources	Zetland Transport Partnership does not hold or publish information under this class.
Physical Resources	Zetland Transport Partnership does not hold or publish information under this class.
Information Resources	Freedom of Information http://www.zettrans.org.uk/aboutus/FreedomofInformation.asp

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
Zetland Transport Partnership does not hold or publish information under this class.	

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
Annual performance information is contained within reports to the Zetland Transport Partnership http://www.shetland.gov.uk/coins	

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
Zetland Transport Partnership does not hold or publish information under this class.	