

## 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.

Tactran 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 the Commissioner's website at [www.itspublicknowledge.info/MPS](http://www.itspublicknowledge.info/MPS) 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

Tactran's aim is to be as open as possible. However, the Act permits a limited number of exemptions from the requirement to disclose information.

There may be some circumstances where it is necessary to withhold information from any of the classes of information set out in this scheme where we consider that disclosure, for example, may prejudice law enforcement or legal proceedings, may be exempt or where the disclosure is otherwise prohibited by law.

We may also withhold information that may prejudice the commercial interests or confidentiality of any person or organisation, including Tactran, and information which is personal information under the Data Protection Act 1998.

In these cases we will withhold the information and indicate why the information is being withheld.

## Copyright

Information obtained from this publication scheme generally can be copied or reproduced without formal permission from Tactran, provided it is copied and reproduced accurately and is not used in a misleading, defamatory or prejudicial context and provided you identify the source of the material and Tactran's copyright status is acknowledged.

Please note that any of the material published in terms of this publication scheme remains the copyright © of Tactran unless otherwise stated. Commercial exploitation or reproduction of this material is prohibited. Any requests concerning the publication of material on a commercial basis should be made in writing.

Some of the material available by virtue of the publication scheme may be subject to third party copyright. You should seek the consent of the copyright owner if you wish to reproduce any of this information.

Some works produced by the government qualify for Crown copyright protection which means that some of these materials can be reproduced without a licence. More details of these categories can be found at:

<http://www.nationalarchives.gov.uk/information-management/guidance/c.htm>

Any Ordnance Survey mapping included within any material reproduced as part of the publication scheme is provided to Tactran under a licence from Ordnance Survey and which is being provided as part of the Publication Scheme in order to fulfil its public function. If using material with Ordnance Survey material within the documents you should contact Ordnance Survey to obtain advice on such use. Ordnance Survey's website is:

<http://www.ordnancesurvey.co.uk/oswebsite/>

Tactran will not provide Ordnance Survey mapping in any format that would infringe its licence and will not provide Ordnance Survey mapping in digital format.

### **Accessing Information not included in the Publication Scheme**

As indicated, this scheme lists the information that is or will be routinely made available. However, members of the public have further rights that enable them to access information from Tactran.

Since 1 January, 2005, members of the public have had the right to access information from Scottish Public Authorities (Section 1 of the Act). On 3 April, 2006, Tactran was designated as a Scottish Public Authority. Therefore, members of the public have the right to access information held by Tactran or held on behalf of Tactran subject to certain exceptions and conditions.

The process for obtaining information under section 1 of the Act (Freedom of Information request) is different than obtaining information under the publication scheme.

Before submitting a Freedom of Information request you should check our website as Tactran places a large amount of information on the website.

However, if you wish to submit a Freedom of Information request, the request must be in writing or in some other permanent recordable form such as an e-mail. The request should:

- Describe the information requested;

- State an address for correspondence;
- Preferably provide a contact number (in case we need to contact you to clarify the information requested);
- State the format in which you would wish to receive the information.

Tactran wishes to assist applicants and therefore we may contact you to clarify the exact nature of the information requested or to discuss the format of the information with you. Our staff who are responsible for this scheme would be happy to assist you if you wish to contact them with any requests.

### **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:

#### **Black and white photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A4	10p

#### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A4	20p

Information provided on CD-Rom will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you. Our charge is for sending information by Royal Mail First Class.

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**

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

**The Freedom of Information Officer  
Tactran  
Bordeaux House  
31 Kinnoull Street  
PERTH PH1 5EN**

**Fax: 01738 639705 or E-mail: [info@tactran.gov.uk](mailto:info@tactran.gov.uk)**

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.

## 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.

<b>CLASS 1: ABOUT TACTRAN</b>
<b>Class description:</b> Information about Tactran, who we are, where to find us, how to contact us, how we are managed and our external relations

<b>The information we publish under this class</b>	<b>How to access it</b>
Partnership Name	Tactran
Address and contact details Contact details - customer care and complaint functions	Bordeaux House 31 Kinnoull Street Perth PH1 5EN Tel: 01738 475775 Fax: 01738 639705 E-mail: <a href="mailto:info@tactran.gov.uk">info@tactran.gov.uk</a>
Organisational structure, roles and responsibilities of senior officers	<a href="http://www.tactran.gov.uk/about_whoswho.html">http://www.tactran.gov.uk/about_whoswho.html</a>
<b>Business opening hours:</b>	9am – 5pm
Publication Scheme and guide to information including contact details and advice on how to request information	<a href="http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesModelPublicationSchemes.asp">http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesModelPublicationSchemes.asp</a> <a href="http://www.tactran.gov.uk/about_freedominfo.html">http://www.tactran.gov.uk/about_freedominfo.html</a>
<b>Constitution</b>	
Legal framework	<a href="http://www.tactran.gov.uk/about.html">http://www.tactran.gov.uk/about.html</a>
<b>How the Partnership is run</b>	
Names of Partnership Members, officers and Partnership Board and Executive Committee and decision making structures etc	<a href="http://www.tactran.gov.uk/about_partermembership.html">http://www.tactran.gov.uk/about_partermembership.html</a>
Governance policies, including standing orders etc	<a href="http://www.tactran.gov.uk/about_governancedocuments.html">http://www.tactran.gov.uk/about_governancedocuments.html</a>
<b>Corporate Planning</b>	

Vision statement	<a href="http://www.tactran.gov.uk/about.html">http://www.tactran.gov.uk/about.html</a>
Corporate strategies	<a href="http://www.tactran.gov.uk/strategy.html">http://www.tactran.gov.uk/strategy.html</a>
Corporate policies, e.g. environmental, etc	<a href="http://www.tactran.gov.uk/strategy_downloads.html">http://www.tactran.gov.uk/strategy_downloads.html</a>
Strategic planning process	<a href="http://www.tactran.gov.uk/strategy.html">http://www.tactran.gov.uk/strategy.html</a>

## 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
Regional Transport Strategy (RTS)	<a href="http://www.tactran.gov.uk/strategy.html">http://www.tactran.gov.uk/strategy.html</a> <a href="http://www.tactran.gov.uk/strategy_downloads.html">http://www.tactran.gov.uk/strategy_downloads.html</a>
Regional Transport Strategy Monitoring Report	<a href="http://www.tactran.gov.uk/about_annualreport.html">http://www.tactran.gov.uk/about_annualreport.html</a>
RTS Action Plans	<a href="http://www.tactran.gov.uk/strategy_downloads.html">http://www.tactran.gov.uk/strategy_downloads.html</a>
What We Do	<a href="http://www.tactran.gov.uk/projects.html">http://www.tactran.gov.uk/projects.html</a>
Tactran Projects	<a href="http://www.tactran.gov.uk/projects.html">http://www.tactran.gov.uk/projects.html</a>
Travel Planning	<a href="http://www.tactran.gov.uk/projects_travelplanning.html">http://www.tactran.gov.uk/projects_travelplanning.html</a>
Access to Healthcare	<a href="http://www.tactran.gov.uk/documents/FINALHTF.pdf">http://www.tactran.gov.uk/documents/FINALHTF.pdf</a>
Community Planning	<a href="http://www.tactran.gov.uk/strategy_communityplanning.html">http://www.tactran.gov.uk/strategy_communityplanning.html</a>
<b>Services</b>	
Travel Information and Advice	<a href="http://www.tactranconnect.com/">http://www.tactranconnect.com/</a> <a href="http://www.travelknowhow.org.uk/tactran/">http://www.travelknowhow.org.uk/tactran/</a> <a href="https://tactran.liftshare.com/#">https://tactran.liftshare.com/#</a>
Timetable Information and Journey Planning	<a href="http://www.tactranconnect.com/">http://www.tactranconnect.com/</a> <a href="https://tactran.liftshare.com/#">https://tactran.liftshare.com/#</a>
Feedback (including complaints/compliments)	<a href="http://www.tactran.gov.uk/about_contactus.html">http://www.tactran.gov.uk/about_contactus.html</a>

## 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
Agendas and minutes of Partnership meetings and Executive Committee.	<a href="http://www.tactran.gov.uk/meetings.html">http://www.tactran.gov.uk/meetings.html</a>
Officer Liaison Groups	Contact us at details above
The Regional Transport Strategy for Tayside and	<a href="http://www.tactran.gov.uk/strategy.html">http://www.tactran.gov.uk/strategy.html</a>

Central Scotland Transport Partnership	
List of Partnership members	<a href="http://www.tactran.gov.uk/about_whoswho.html#councilmembers">http://www.tactran.gov.uk/about_whoswho.html#councilmembers</a> <a href="http://www.tactran.gov.uk/about_whoswho.html#noncouncilmembers">http://www.tactran.gov.uk/about_whoswho.html#noncouncilmembers</a>
<b>Governance documents</b>	
Partnership Standing Orders	<a href="http://www.tactran.gov.uk/documents/110621StandingOrders.pdf">http://www.tactran.gov.uk/documents/110621StandingOrders.pdf</a>
Scheme of Delegations	<a href="http://www.tactran.gov.uk/documents/110621SchemeofDelegation.pdf">http://www.tactran.gov.uk/documents/110621SchemeofDelegation.pdf</a>
Code of conduct	<a href="http://www.tactran.gov.uk/documents/110621MembersCodeofConduct.pdf">http://www.tactran.gov.uk/documents/110621MembersCodeofConduct.pdf</a>
Financial Regulations	<a href="http://www.tactran.gov.uk/documents/110621FinancialRegulations.pdf">http://www.tactran.gov.uk/documents/110621FinancialRegulations.pdf</a>

#### **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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Annual audited accounts	<a href="http://www.tactran.gov.uk/documents/120911Item4.2AnnualStatementofAccounts.pdf">http://www.tactran.gov.uk/documents/120911Item4.2AnnualStatementofAccounts.pdf</a>
Annual budgets - capital and revenue	<a href="http://www.tactran.gov.uk/documents/130312Item92013_14RevenueFunding.pdf">http://www.tactran.gov.uk/documents/130312Item92013_14RevenueFunding.pdf</a> <a href="http://www.tactran.gov.uk/documents/120612Item122012_13CapitalProgramme.pdf">http://www.tactran.gov.uk/documents/120612Item122012_13CapitalProgramme.pdf</a>
Public Service Reform (Scotland) Act 2010 statements	<a href="http://www.tactran.gov.uk/about_governancedocuments.html">http://www.tactran.gov.uk/about_governancedocuments.html</a>
Financial Regulations	<a href="http://www.tactran.gov.uk/documents/110621FinancialRegulations.pdf">http://www.tactran.gov.uk/documents/110621FinancialRegulations.pdf</a>

#### **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 Tactran

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Human Resources</b>	
Staff Policies	Employee Policies and Procedures – Achieving & Maintaining Standards; Adoption Leave; Annual Leave; Care & Compassionate Leave; Employee Code of Conduct; Equal Opportunities; Fairness at Work; Flexitime; Maternity Leave; Maximising Attendance; Paternal Leave; Paternity Leave; Reporting Concerns at Work; Smoking at Work; Special Leave; Substance Misuse - Contact us at details above
Conditions of Service	Contact us at details above

Equality Approach including Disability, Gender, and Race	Public Sector Equalities Duty Mainstreaming Report and Outcomes Report
Careers at Tactran	Contact us at details above. All vacancies will be posted on our website under "News".
<b>Physical Resources</b>	
Tactran's Property Information	Contact us at details above.
Strategic Environmental Assessment, Main Report and Summary of RTS	<a href="http://www.tactran.gov.uk/strategy_downloads.html">http://www.tactran.gov.uk/strategy_downloads.html</a>
Sustainable and Active Travel Grant Scheme	<a href="http://www.tactran.gov.uk/projects_travelplanning.html">http://www.tactran.gov.uk/projects_travelplanning.html</a>
<b>Information Resources</b>	
Tactran's Publication Scheme	<a href="http://www.tactran.gov.uk/about_freedominfo.html">http://www.tactran.gov.uk/about_freedominfo.html</a>

## **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

<b>The information we publish under this class</b>	<b>How to access it</b>
Financial Regulations	<a href="http://www.tactran.gov.uk/documents/110621FinancialRegulations.pdf">http://www.tactran.gov.uk/documents/110621FinancialRegulations.pdf</a>
Standing Orders	<a href="http://www.tactran.gov.uk/documents/110621StandingOrders.pdf">http://www.tactran.gov.uk/documents/110621StandingOrders.pdf</a>
Public Services Reform Act Statement	<a href="http://www.tactran.gov.uk/about_governancedocuments.html">http://www.tactran.gov.uk/about_governancedocuments.html</a>

## **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

<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Report & Monitoring Framework	<a href="http://www.tactran.gov.uk/about_annualreport.html">http://www.tactran.gov.uk/about_annualreport.html</a>
Public Services Reform Act Statement	<a href="http://www.tactran.gov.uk/about_governancedocuments.html">http://www.tactran.gov.uk/about_governancedocuments.html</a>

## **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.

We currently do not hold or publish information under this category.