

Guide to Information available through Crown Estate Scotland's Publication Scheme

PART I

Introduction

1. The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme. Authorities are under a legal obligation to:
 - (i) publish the classes of information that they make routinely available;
 - (ii) tell the public how to access the information they publish and whether information is available free of charge or on payment.
2. Crown Estate Scotland has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. You can find this scheme on our website at www.crownestatescotland.com or by contacting us at the address below.
3. The purpose of this Guide to Information is to:
 - (i) Allow you to see what information is available (and what is not available) in relation to each class;
 - (ii) State what charges may be applied;
 - (iii) Explain how to find the information easily;
 - (iv) Provide contact details for enquiries to get help with accessing information;
 - (v) Explain how to get information we hold that has not yet been published.

Availability and formats

4. Information published through the model scheme should, wherever possible, be made available on our website.
5. We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information in paper copy on request (although there may be a charge for doing so).

Exempt information

6. 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 data or a trade secret), we may redact the information before publication, and explain why we have done so.

Copyright and re-use

7. Where Crown Estate Scotland holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- (i) It is copied and reproduced accurately;
- (ii) It is not used in a misleading context; and
- (iii) The source of the material is identified.

Where Crown Estate Scotland does not hold the copyright in information we publish, we will make this clear.

Charges

- 8. This section explains when we make a charge for our publications and how any charge will be calculated.
- 9. There is no charge to view information on our website or at our premises.
- 10. We may charge you for providing information by way of CD-Rom, for photocopying or for postage and packaging. Charges will be no more than the actual costs to us. We will always tell you what the cost is before providing the information to you.
- 11. Our photocopying charge per sheet of paper is 10p per A4 side of paper (black and white) and 20p per A4 side of paper (colour).
- 12. Information provided on CD-ROM will be charged at 50p per computer disc.
- 13. Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.
- 14. When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.
- 15. We do not pass on any other costs to you in relation to our published information.
- 16. Our charging schedule does not apply to any commercial publications (see class 8 below). If available, 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

Please contact us for assistance with any aspect of this publication scheme at:

Crown Estate Scotland
6 Bells Brae
Edinburgh
EH4 3BJ

E-mail: enquiries@crownestatescotland.com

Tel: 0131 260 1001 (please ask to speak to René Lefrançois)

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.

If you prefer you can contact us on the telephone number above to ask for a hard copy of this guide to be posted to you.

The Classes of Information That We Publish

We publish information that we hold within the classes set out in Part II. 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.



PART II

The classes are:

| CLASS 1: ABOUT CROWN ESTATE SCOTLAND | |
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| Class description: Information about Crown Estate Scotland, 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 |
| <i>General information about Crown Estate Scotland</i> | |
| Authority name, address and contact details for headquarters and principal offices | http://www.crownestatescotland.com/contact-us |
| Organisational structure, roles and responsibilities of senior officers | http://www.crownestatescotland.com/about-us/structure-governance http://www.crownestatescotland.com/about-us/our-people |
| Business opening hours | Monday to Friday 08.30 to 17.00 |
| Contact details for customer care and complaints functions | http://www.crownestatescotland.com/complaints-and-whistleblowing |
| Publication scheme and Guide to information | http://www.crownestatescotland.com/freedom-of-information |
| Charging schedule for published information | http://www.crownestatescotland.com/freedom-of-information |
| Contact details and how to request information from the authority | http://www.crownestatescotland.com/freedom-of-information |
| Legal Framework of Crown Estate Scotland | http://www.crownestatescotland.com/about-us http://www.crownestatescotland.com/about-us/structure-governance |
| <i>How the authority is run</i> | |
| Our Board | http://www.crownestatescotland.com/about-us/structure-governance |
| The Senior Management Team | http://www.crownestatescotland.com/about-us/our-people |
| Governance Arrangements | http://www.crownestatescotland.com/about-us/structure-governance |



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| Corporate planning | |
| Mission statement | http://www.crownestatescotland.com/about-us |
| Corporate Policies | http://www.crownestatescotland.com/corporate-policies http://www.crownestatescotland.com/about-us/reporting-sustainability |
| External relations | |
| Latest news and opinion pieces | http://www.crownestatescotland.com/media-centre |
| News Releases | http://www.crownestatescotland.com/media-centre/news-media-releases-opinion |

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| CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES | |
| Class description: Information about Crown Estate Scotland's 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 | |
| Description of functions, including statutory basis for them, where applicable | http://www.crownestatescotland.com/about-us http://www.crownestatescotland.com/the-assets |
| Strategies and policies for performing statutory functions | http://www.crownestatescotland.com/the-assets/rural http://www.crownestatescotland.com/the-assets/coastal http://www.crownestatescotland.com/the-assets/marine http://www.crownestatescotland.com/the-assets/urban http://www.crownestatescotland.com/about-us/reporting-sustainability http://www.crownestatescotland.com/maps-and-publications http://www.crownestatescotland.com/corporate-policies |
| Information on farms for sale or lease | http://www.crownestatescotland.com/opportunities-and-public-notice |



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| Mines Royal Option Process Information | http://www.crownestatescotland.com/the-assets/rural/asset/minerals |
| How to apply for Moorings | http://www.crownestatescotland.com/the-assets/coastal |
| How to apply for Marine Works | http://www.crownestatescotland.com/the-assets/marine/asset/marine-works |
| How to apply for Intake and Outfall Pipes | http://www.crownestatescotland.com/the-assets/coastal |
| How to apply for Dredging and Dumping | http://www.crownestatescotland.com/the-assets/coastal |
| How to apply for a Fish Farming Lease or Lease Option | http://www.crownestatescotland.com/the-assets/marine/asset/aquaculture |
| How to report a concern | http://www.crownestatescotland.com/complaints-and-whistleblowing |
| Reports of Crown Estate Scotland's exercise of its statutory functions | Please see general section of publications, here, for reports from our predecessor organisation The Crown Estate. We will publish Crown Estate Scotland reports for at this link as soon as they are available http://www.crownestatescotland.com/maps-and-publications |
| Fees and charges for performance of the Crown Estate Scotland's functions | Please contact: enquiries@crownestatescotland.com |
| Information on how to access the Crown Estate Scotland's services | http://www.crownestatescotland.com/contact-us |

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 |
|--|--|
| Governance Overview | http://www.crownestatescotland.com/about-us/structure-governance |
| Consultations | Consultation responses will be published here in due course http://www.crownestatescotland.com/maps-and-publications |



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

Scotland Portfolio Update 2016

Please see general section of publications, here. We will publish Crown Estate Scotland reports at this link as soon as they are available
<http://www.crownestatescotland.com/maps-and-publications>
They will also be published here
<http://www.crownestatescotland.com/about-us/reporting-sustainability>

Financial policies and procedures for budget allocation

Please contact:
enquiries@crownestatescotland.com

Purchasing plans and capital funding plans

Please contact:
enquiries@crownestatescotland.com

Expenses policies and procedures

Please contact:
enquiries@crownestatescotland.com

Senior staff/board members' expenses

Please contact:
enquiries@crownestatescotland.com

Board members' remuneration, other than expenses

Please contact:
enquiries@crownestatescotland.com

Pay and grading structure

Please contact:
enquiries@crownestatescotland.com

Investments and pension fund

Please contact:
enquiries@crownestatescotland.com

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

Class description:

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

The information we publish under this class

How to access it

Human Resources

Staffing structure

Please contact:
enquiries@crownestatescotland.com



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| Human resources policies, procedures and guidelines, including recruitment, performance management, salary and grading, promotion, pensions and discipline, grievance, staff development and staff records | Please contact: enquiries@crownestatescotland.com |
| Employee relations structures and agreements reached with recognised trade unions and professional organisations | Please contact: enquiries@crownestatescotland.com |
| Physical resources | |
| Management of our land and property assets | http://www.crownestatescotland.com/the-assets http://www.crownestatescotland.com/corporate-policies http://www.crownestatescotland.com/about-us/reporting-sustainability For information on our managing agents appointments please contact: enquiries@crownestatescotland.com |
| Description of our land and property holdings | http://www.crownestatescotland.com/the-assets |
| Maintenance arrangements | Please contact: enquiries@crownestatescotland.com |
| Information resources | |
| Asset management policies and procedures | Please contact: enquiries@crownestatescotland.com |
| Freedom of Information Policies and Procedures | http://www.crownestatescotland.com/freedom-of-information |
| Data protection policy | http://www.crownestatescotland.com/corporate-policies |
| Privacy policy | http://www.crownestatescotland.com/privacy |

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services from external providers.

The information we publish under this class

How to access it

Procurement policies and procedures

Our procurement activity is governed by the Public Procurement Regulations. More information on the rules and regulations can be found on the Scottish Government Procurement pages:



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| | http://www.gov.scot/Topics/Government/Procurement |
| Invitations to tender | We advertise contracts on Public Contracts Scotland: http://www.publiccontractsscotland.gov.uk/register/register_start.aspx |

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.

My initial suggestions are as follows:

| The information we publish under this class | How to access it |
|--|-------------------------|
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No information currently held under this class. Performance information will be published shortly.

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 eg. bookshop, museum or research journal.

| The information we publish under this class | How to access it |
|--|-------------------------|
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No information currently held under this class.

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 licence.

| The information we publish under this class | How to access it |
|--|-------------------------|
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No information currently held under this class.