

## **WEST DUNBARTONSHIRE COUNCIL 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; and
- tell the public how to access the information and what it might cost.

West Dunbartonshire Council has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 30 May 2017.

You can see the [publication scheme](#) on our website 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).

All our written information can also be made available, on request, in a range of different formats and languages.

### *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*

The Council holds the copyright for the vast majority of information in this publication scheme.

Where the Council 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 Council 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 or where it can be sent to you electronically by email.

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.

For photocopying, we will charge a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

If providing copies of any 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.

We do charge in relation to information not published under this scheme.

There are a small number of pre-printed publications for which West Dunbartonshire Council makes a charge. These documents include Town Centre Masterplans, Local Area Plans and Core Path Plans.

Each publication will be charged, per copy, according to how much it actually cost the Council to have them professionally printed.

Please note that, if you are interested in a large printed document, or one where documents are available in hardcopy only, these will be available to inspect on Council premises. We can then provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise and assist, either on site or by phone, if there are specific extracts of documents which would meet your needs.

If we make any charges for documents within our information classes which do not comply with this charging policy, these will be approved on a case by case basis by the Scottish Information Commissioner, and the value of the charge will be listed.

A list of the Town Centre Masterplans, Local Area Plans and Core Path Plans is below:

<b>Title of publication</b>	<b>Cost</b>
Alexandria Streetscape Design Guide	£20
Alexandria Town Centre Action Plan	£20
Alexandria Town Centre Masterplan and Delivery Strategy	£20
Animating the Canal Study	£30
Clydebank Local Plan: Adopted Plan	£25
Clydebank Local Plan Report of Inquiry	£25
Clydebank Riverside: Framework for Development	£40
Dumbarton District District Wide Local Plan	£45
Dumbarton Public Realm Design Guide	£20
Dumbarton Town Centre Action Plan	£20
Dumbarton Town Centre Masterplan	£20
Dumbarton Waterfront Design Framework	£20
Dunbartonshire Local Biodiversity Action Plan	£20
Forth and Clyde Canal Local Plan	£20
Housing Land Audit	£20
Industrial Land Audit	£20
Publicity and Consultation Document	£42
Vacant and Derelict Land Survey	£20
West Dunbartonshire Council Nature Conservation Strategies: Leven Valley & Mid Clyde	£20
West Dunbartonshire Local Plan	£30
West Dunbartonshire Local Plan Landscape Assessment of Greenbelt	£30
West Dunbartonshire Local Plan Report of Inquiry	£30
West Dunbartonshire Local Plan Review of Land Nature Conservation Sites	£30
West Dunbartonshire Local Plan Strategic Environmental Report	£30

## Contact us

You can contact us for assistance with any aspect of the Council's publication scheme:-

Email: [heather.mackay@west-dunbarton.gov.uk](mailto:heather.mackay@west-dunbarton.gov.uk)

Telephone: 01389 737311

Write To: Heather Mackay  
Records Management Officer  
West Dunbartonshire Council  
Council Offices  
Garshake Road  
Dumbarton  
G82 3PU

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.

### **CLASS 1: ABOUT WEST DUNBARTONSHIRE COUNCIL**

The Council is a Scottish public authority as defined in Part 3 of Schedule 1 of the Act.

West Dunbartonshire Council can be contacted at Council Headquarters in Dumbarton:- Council Offices, Garshake Road, Dumbarton, G82 3PU, or Council Offices in Clydebank:- Rosebery Place, Clydebank, G81 1TG. We can be contacted by email to [contactcentre@west-dunbarton.gov.uk](mailto:contactcentre@west-dunbarton.gov.uk) or by telephone to 01389 738282.

The Council itself is the main decision making body. It comprises 22 Councillors. Find out more about your Councillor's [profile](#).

Find out more about your [Councillors – register of allowances/interests](#).

Councillors are required to adhere to the Councillors' [Code of Conduct](#) set out by the Standards Commission for Scotland.

The Chief Executive is the Head of Paid Service for the Council and responsible for the overall management of Council operations and the principal policy advisor. The Chief Executive provides the overall management and direction of the Council and its resources. Find out further details of the [Chief Executive's responsibilities](#).

Functions and services in West Dunbartonshire are provided by five departments. A summary of [departmental structures](#) their responsibilities and information about departmental Executive Directors is available.

Normal working hours for the Council are 8:45am - 4:45pm Mondays to Fridays inclusive.

Enquiries regarding the Council can be directed to the postal, email or telephone contact details shown above. If you have a complaint, please check the following online information about the [complaints procedure](#).

The Council's [Model Publication Scheme and Guide to Information](#) are available.

The Council's [charging schedule](#) for published information and environmental information is shown in page two of the Guide to Information.

To contact the Council, or ask for advice about how to request information from us, please use the contact details shown in the [contact us](#).

West Dunbartonshire Council is established under the Local Government in Scotland Act 2003.

Information about the Council's vision, mission and values is in West Dunbartonshire Council's [Strategic Plan 2012-2017](#). Find out more about [West Dunbartonshire Council's Public Performance Report for 2011/12](#).

The Council delivers a wide range of functions and services to the community, many through statutory obligations.

The Council has a staff of approximately 5,500 who are dedicated to providing quality and effective services to the local area and its residents. Such services include education, housing and social work.

It covers an area 159 square kilometres in size and has a population of 90,000. It is located west of Glasgow and also borders Argyll & Bute, East Dunbartonshire and Stirlingshire Councils. The main towns are Dumbarton, Clydebank and Alexandria.

The Council carries out various functions and services. Information about this is provided in Class 2.

To contact the Council, or ask for advice about how to request information from us, please [contact us](#).

## **CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**

The Council is a Scottish public authority as defined in Part 3 of Schedule 1 of the Act. It delivers a wide range of functions and services to the community, many through statutory obligations. The Local Government in Scotland Act 2003 places a legal duty on councils to lead community planning in their area, and also provides them with the statutory power to advance wellbeing – in other words, councils may undertake and/or support any activity in the interests of their local community, subject to certain limiting provisions.

These services include:-

Community Councils  
Economic Development  
Emergency Planning  
Environmental Protection  
Housing  
Libraries, Archives & Museums  
Licensing  
Local Planning and Development Control  
Parks and Open Spaces  
Public Halls  
Recreational Activities  
Registrar  
Roads, Highways and Bridges  
Schools and Adult Education  
Social Care and Health  
Strategic Planning and Development  
Trading Standards

Effective and efficient services need to be underpinned by good quality information. Every year West Dunbartonshire produces a [Social and Economic profile](#) which contains information on local population, crime, housing, education, the local economy, and the environment.

Services in West Dunbartonshire are provided by the following five service departments:-

- Chief Executive
- Corporate Services
- Educational Services
- Housing, Environmental and Economic Development
- West Dunbartonshire Community Health and Care Partnership (WDCHCP)

Each department produces a [service plan](#).

West Dunbartonshire Council is committed to equal opportunities, removing discrimination and promoting positive attitudes for all our citizens. The [Equality Scheme 2009 - 2012](#) sets out how the Council will meet objectives in relation to race, disability, gender, age, religion & belief, sexual orientation and transgender status.

### **CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED**

The Council itself is the main decision making body. It comprises 22 Councillors. Details of the [current membership](#) are available.

Councillors are required to adhere to the [Councillors' Code of Conduct](#) set out by the Standards Commission for Scotland.

The Council itself is the main decision making body. It has the following committees:-

- Appeals Committee
- Audit & Performance Review Committee
- Community Participation Committee
- Corporate Services Committee
- Council
- Educational Services Committee
- Educational Services Grievance and Disciplinary Appeals Sub-Committee
- Housing, Environment and Economic Development Committee
- Licensing Committee
- Local Review Body
- Planning Committee
- Recruitment and Individual Performance Management Committee
- Tendering Committee
- West Dunbartonshire Community Health & Care Partnership Committee

The Council administer other Joint Committees and Boards as undernoted:

- Argyll, Bute and Dunbartonshire Criminal Justice Social Work Partnership Joint Committee
- Licensing Board

[Agendas, reports and minutes](#) of the Council's meetings are published on-line.

The Council is required to advertise some types of application to enable public comment. The Council also carries out, from time to time, public consultations on matters such as its policies.

Council and Committee meetings are open to the public and are generally held either in the Council Offices, Garshake Road, Dumbarton, or in the Council Chambers Town Hall, Dumbarton Road, Clydebank. For further information, contact Committee Administration on 01389 737186 or by email at [committee.admin@west-dunbarton.gov.uk](mailto:committee.admin@west-dunbarton.gov.uk).

#### **CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**

Information about West Dunbartonshire Council's 2013/14 budget is located in the document '[A Platform for Success 2013/14 Strategic Budget and Capital Plan](#)'.

Council [spending plans for 2013/14](#) plans are summarised in a Council news release.

The Council's [Financial Regulations](#) were revised in October 2012.

The Council has a legal obligation to prepare Financial Statements on its activities each year ending 31 March. The draft Financial Statements are submitted to Audit Scotland by the deadline of 30 June and are presented in their final form, following External Audit scrutiny, by the deadline of 30 September each year. Audit Scotland provides the Auditor General and the Accounts Commission with the services they need to check that public money is spent properly, efficiently and effectively.

[Annual financial statements for year ended 31 March 2012](#) is available online.

[Annual financial statements for year ended 31 March 2011](#) is available online.

[Annual financial statements for year ended 31 March 2010](#) is available online.

[Annual financial statements for year ended 31 March 2009](#) is available online.

[Councillors – register of allowances/interests.](#)



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

The Corporate Services Department, People and Transformation section is responsible for human resources at West Dunbartonshire Council. This includes information about performance management, salary and grading, discipline, grievance, staff development and staff records. A summary of the [department structure](#) and its responsibilities is available.

The [departmental service plan](#) is available.

All Council vacancies are listed on the [Scottish National Recruitment Portal](#) at myjobscotland.

West Dunbartonshire Council is an equal opportunities employer. An overview of [equalities statistical information](#) is available.

Housing, Environmental and Economic Development (HEED) Department is responsible for physical resources at West Dunbartonshire Council. This includes information about the management of the Council's land and property assets, estate development plans and maintenance arrangements. A summary of the [department structure and its responsibilities](#) is located on-line.

The Corporate Services Department is responsible for information resources at West Dunbartonshire Council. This includes information about the Records Management Policy and Records Retention Schedule.

West Dunbartonshire Council publishes a wide range of social and economic information in the Council's [Social and Economic Profile 2012/13](#). It publishes demographic trends in the West Dunbartonshire fact-sheet. It also publishes West Dunbartonshire [Facts and Figures](#).

We can help you to locate specific information – use the [contact details](#) shown in the 'contact us' section above.

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

The procurement aims and goals of the Council are set out in the West Dunbartonshire Council [Procurement Strategy 2012-2015](#).

The majority of tenders for West Dunbartonshire Council are advertised through [Public Contracts Scotland](#) web portal.

The Council also buys through national contracts advertised on Public Contracts Scotland by [Scotland Excel](#) and [Scottish Procurement](#).

Information about contracts which have gone through formal tendering can be located on the [Tendering Committee minutes](#).

## **CLASS 7: HOW WE ARE PERFORMING**

The Local Government Act 1992 requires that each local authority collect and publish annual information relating to its performance.

The Accounts Commission specifies some of the [performance information](#) and gives councils discretion to report additional information relevant to local priorities.

Every year the Council produces a [Public Performance Report](#). This provides evidence of how the Council has performed against the six themes set out in the Corporate Plan 2011/15. It summarises performance against a wide range of indicators, including [Statutory Performance Indicators \(SPIs\)](#) and also provides links to a range of departmental and service specific performance information.

The Council has a legal obligation to prepare Financial Statements on its activities each year ending 31 March. The draft Financial Statements are submitted to Audit Scotland by the deadline of 30 June and are presented in their final form, following External Audit scrutiny, by the deadline of 30 September each year. Audit Scotland provides the Auditor General and the Accounts Commission with the services they need to check that public money is spent properly, efficiently and effectively.

[Council audited Financial Statements for 31 March 2009 – 2012.](#)

[Audit Scotland](#) is located online.

We can help you to locate specific information – use the [contact details](#) shown in the 'contact us' section above.

## **CLASS 8: OUR COMMERCIAL PUBLICATIONS**

The Council does not hold information within this class.