



**MOBILITY AND ACCESS COMMITTEE  
FOR SCOTLAND (MACS)  
Publication Scheme**

**February 2019**

## Introduction to the Publication Scheme

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right to request any recorded information held by Scotland's public authorities. Anyone can use this rights, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA requires Scottish public authorities to produce and maintain a publication scheme, which ensures that the public bodies:

- publish the classes of information that they make routinely available, and
- tell the public how to access the information and what it might cost.

The Mobility and Access Committee for Scotland has adopted the [Model Publication Scheme 2018<sup>1</sup>](#). The publication scheme is designed to ensure that the authorities meet their obligation to take account of the public interest in providing access to the information that they hold, which, which relates to:

- the services they provide
- the costs of those services
- the standard of those services
- the facts that inform the important decisions they take, and
- The reasoning that informs their decisions.

MACS has therefore decided to publish all information which the Committee holds, which falls within the classes of the information in the scheme. This information is available on MACS website: [www.macs-mobility.org](http://www.macs-mobility.org).

The website is organised into topic-related sections, each of them clearly marked with a headline. Additionally on the top right, a search engine is available to allow perform more detailed information finding.

If you would like to access information not published on the website under the scheme, you can still request it under FOISA – for further information please see '**How to access information which is not published**' section below.

## About us

The Mobility and Access Committee for Scotland (MACS) was set up under section 72 of the Transport (Scotland) Act 2001 to be a Public Body advising Scottish Ministers on transport accessibility issues. MACS has a wide remit of advising the

---

<sup>1</sup> Available at:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>



**Advising Scottish Ministers  
on Accessible Travel**

Scottish Ministers on accessible transport for disabled to enable them travel without barriers.

While supported and sponsored by Transport Scotland, MACS offers its views independently of government. Equally, MACS is expected to reflect the views of disabled people and organisations representing disabled people, but it works independently of those individuals and organisations.

More about MACS' role and remit is available on MACS website: [www.macs-mobility.org](http://www.macs-mobility.org).

### **How can you access the information and in what format**

Information published by MACS is available on the Committee's website – [www.macs-mobility.org](http://www.macs-mobility.org) . The web content is organised under main headings and a search facility is included to help with locating the required information. The information is downloadable and printable. Additionally, the MACS Secretariat can be contacted and asked for assistance in providing information in alternative formats.

**By email** - [macs@gov.scot](mailto:macs@gov.scot)

**By phone** – 0131 244 0923 or 0131 244 7836

**By post** - MACS Secretariat, Transport Scotland, Area 2F North, Victoria Quay, Edinburgh, EH6 6QQ.

When writing to us please include your name and address, full details of the information or documents you would like to receive. Please note that there might be a charge associated with that.

### **Our charging policy**

All information contained within this 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. There is no charge to view information on our website or via email. Similarly, there is no charge for making reasonable adjustments in order for you to access the information.

We may charge for providing information in paper copy or on electronic devices.

Charges will reflect the actual costs to the Committee secretariat of reproduction and postage. Should a charge 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.



**Advising Scottish Ministers  
on Accessible Travel**

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.

### **Our copyright policy**

The Committee has adopted the [Open Government Licence](#) for public sector information. This sets out what you can and cannot do with our published information where we are the copyright holder. Where the Committee does not hold the copyright in information we publish, we will make this clear.

### **Our records management and disposal policy**

The Committee's Secretariat is provided by Transport Scotland. Transport Scotland follows the Scottish Government's records management process. These include Record Retention and Disposition Schedules in respect of all documents that it creates and holds. These schedules set out the lengths of time for which all types of records must be held. This means that whilst the Act is retrospective, it is only possible to provide copies of records still in existence. You can see the current Scottish Government procedures detailed in the [Record Management Manual](#)<sup>2</sup>.

Some Government records are selected to be preserved at the National Records of Scotland. The Schedules referred to above set out what types of records will normally be preserved. Once transferred to the NRS, these records are public and are listed on their [on-line catalogue](#)<sup>3</sup>.

### **How to access information which is not published**

Our aim in maintaining this publication scheme as to be as open as possible. You should note, however, that there might be limited circumstances where information will be withheld from publication. Information will only be withheld where FOISA expressly permits it. For example, where the information's disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

---

<sup>2</sup> Available at:

<https://www.webarchive.org.uk/wayback/archive/20160104140353/http://www.gov.scot/Publications/2005/08/15152416/24168>

<sup>3</sup> Available at:

<https://www.webarchive.org.uk/wayback/archive/20170104125943/https://www.nrscotland.gov.uk/research/catalogues-and-indexes>



Advising Scottish Ministers  
on Accessible Travel

Where we withhold information we will remove or redact it before publication and explain why. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to access information not available on the MACS website, please contact the MACS Secretariat:

**By email** - [macs@gov.scot](mailto:macs@gov.scot)

**By phone** – 0131 244 0923 or 0131 244 7836

**By post** - MACS Secretariat, Transport Scotland, Area 2F North, Victoria Quay, Edinburgh, EH6 6QQ.

When writing to us please include your name and address, full details of the information or documents you would like to receive. Please note that there might be a charge associated with that, based on the following calculations:

General information requests :

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information

- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

Should we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500. Where it would cost more than £600 to provide the information to you, however, we may ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

### **The classes of information published on MACS website**

On our website we publish information that we hold within the classes set out in the publication scheme. 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 Mobility and Access Committee for Scotland Committee**

This class of information is available on the MACS website [www.macs-mobility.org](http://www.macs-mobility.org) and provides details about the Committee, its aims and remit, its members, how to contact the Committee's Secretariat, and how the Committee is organised and.

#### **Class 2: How Committee delivers its functions and services**

This class contains information about the Committee's work, strategy and policies for delivering functions and services and information for service users. This information is available on the [MACS website](#) under the *Documents* heading in the form of:

- Annual Reports with Recommendations for areas to focus on
- Workplans
- Details of work undertaken, including responses to public consultation,



Advising Scottish Ministers  
on Accessible Travel

### **Class 3: How the Committee takes decisions and what was decided**

This class of information is about the decisions the Committee takes. This information is published on the MACS website [www.macs-mobility.org](http://www.macs-mobility.org), under the 'Meetings' heading, in the form of minutes of the main quarterly committee meetings.

### **Class 4: What MACS spends and how**

This class of information relates to the strategy for, and management of financial resources. MACS does not have any funds, which the committee controls itself, and instead the budget is provided and controlled by Transport Scotland. Transport Scotland is responsible for financial policy, information about which is published in its annual accounts and on its publication scheme:

**Transport Scotland [Annual Report and Accounts 2018](#)**<sup>4</sup>

**Transport Scotland [Model Publication Scheme](#)**<sup>5</sup>

[Allowance and expenses policy](#)<sup>6</sup> is set by the Scottish Government. Allowances of £150 for members and £200 for the convener are paid pro rata for attendance at meetings and work associated. Members can claim for up to 24 days a year and convener can claim for a maximum of 48 days. More information can be obtained by contacting the MACS Secretariat. Members can also claim for their travel and expenses costs, in line with the [Scottish Government Public Sector Pay Policy](#)<sup>7</sup>.

### **Amendment for 2020-21 Covid 19 Pandemic**

During financial year **2020-2021 only** due to various factors and unprecedented times flexibility was given in the allocation of days to individual Committee members to cover a range of work priorities, including Responding to Covid-19, recruitment and selection, succession planning and shadowing, paternity leave and vacancies. No additional costs were incurred from public funds.

### **Statement under the Public Service Reform (Scotland) Act 2010**

- Financial year 2018-2019

---

<sup>4</sup> Available at: <https://www.transport.gov.scot/publication/annual-report-and-accounts-for-the-year-ended-31-march-2018/>

<sup>5</sup> Available at: <http://www.webarchive.org.uk/wayback/archive/20170109124731/http://www.transport.gov.scot/corporate/freedom-information-publication-scheme>

<sup>6</sup> Available at: <https://www.gov.scot/binaries/content/documents/govsct/publications/advice-and-guidance/2018/02/senior-appointments-technical-guide-2018-2019/documents/aae6b225-4827-466d-9346-72ab768562e9/aae6b225-4827-466d-9346-72ab768562e9/govsct.document/>

<sup>7</sup> Available at: <https://www.gov.scot/binaries/content/documents/govsct/publications/publication/2017/12/scottish-government-public-sector-pay-policy-2018-19/documents/00529174-pdf/00529174-pdf/govsct%3Adocument>

### **Class 5: How MACS manages human, physical and information resources**

This class of information provides details how MACS manages its human, physical and information resources.

Human resources: The Committee doesn't have any staff on its own. Instead, the MACS Secretariat comprises two members of staff from Transport Scotland, who support members and the daily operations of the Committee. HR policies are as for Transport Scotland.

Physical resources: The Committee secretariat is based in Transport Scotland premises in Victoria Quay, Edinburgh EH6 6HH. Meetings of the committee are primarily held on Transport Scotland premises. The Committee therefore relies on Transport Scotland asset management and property arrangements.

Records management: The Secretariat records the proceedings of Committee meetings and relevant documentation consistent with Transport Scotland policies.

Statistics: The Committee publishes no statistics but refers to those produced by Transport Scotland. [Transport Scotland statistics](#)<sup>8</sup> are available online.

### **Class 6: How MACS procures goods and services from external providers**

This class of information provides details about how the Committee procures goods and services, and its contracts with external providers.

The committee has no mechanism for procuring goods and services from external suppliers. If the Committee required provision of external services, the procurement process would then be carried out by the Secretariat, using the resources of and in accordance with the policies of Transport Scotland.

Transport Scotland [Model Publication Scheme](#)<sup>9</sup> has information about procurement procedures in the Agency.

### **Class 7: How we are performing**

This information is about how MACS performs as an organisation, and how well the Committee delivers its functions and services.

Under this class the Committee publishes on its website [www.macs-mobility.org](http://www.macs-mobility.org) its Annual Reports (under the *Documents* heading), which detail the extent of the work being carried out by the Committee.

---

<sup>8</sup> Available at: <https://www.transport.gov.scot/our-approach/statistics/#>

<sup>9</sup> Available at: <https://www.transport.gov.scot/media/33806/foi-publication-scheme.pdf>

## **Class 8: MACS commercial publications**

This class outlines 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 Committee has no commercial publications.

## **Class 9: MACS Open data**

### **Class description:**

Open data made available by the authority as described by the [Scottish Government's Open Data Strategy](#)<sup>10</sup>, available under an open licence.

The Committee has no such data.

## **Contact us**

MACS Secretariat can be contacted:

**By email** - [macs@gov.scot](mailto:macs@gov.scot)

**By phone** – 0131 244 0923 or 0131 244 7836

**By post** - MACS Secretariat, Transport Scotland, Area 2F North, Victoria Quay, Edinburgh, EH6 6QQ.

When writing to us please include your name and address, full details of the information or documents you would like to receive and why this information is required.

## **Scottish Information Commissioner**

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 internally 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 operates an enquiry service on Monday to Friday from 0900 to 1700. Their office can be contacted as follows:

---

<sup>10</sup> Available at: <https://www.gov.scot/publications/open-data-strategy/>



Scottish Information Commissioner

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife KY16 9DS  
Tel: 01334 464610

Email: <mailto:enquiries@itspublicknowledge.info>

Website: <http://www.itspublicknowledge.info/>