



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

TRANSPORT SCOTLAND
PUBLICATION SCHEME

AUGUST 2015

Freedom of Information Publication Scheme

Guide to Publication Scheme

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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 right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available.

Transport Scotland has adopted the Model Publication Scheme, developed and approved by the Scottish Information Commissioner. The Commissioner is responsible for enforcing FOISA. The model scheme can be viewed [online](#) or by contacting us at the address below.

The Commissioner's Model Publication Scheme is designed to ensure that authorities meet their obligation to take account of the public interest in providing access to the information that they hold 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.

Transport Scotland have therefore made a commitment to publish all information which we hold which falls within the classes of information in the scheme. The information we publish through the model scheme is, wherever possible, available on our website.

The website front page guides readers to transport modes and key transport topics, and includes a search option on the top left of the website which will allow users to search key topics to aid navigation to key information sources.

As an Executive Agency within Government in deciding which information to publish we have also given effect to the Scottish Government's own "[6 principles of FOI](#)", which generally speaking, underpin our approach to FOI matters. These principles, in particular, make clear the Scottish Government's commitment to open government and publishing information proactively whenever possible. We have also considered the types of transport information which are requested from the Agency routinely and where possible sought to publish information proactively.

If you would like to access information not published under the scheme, you can still request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information we do not publish, see "How to access information which we do not publish (below)".

About us

Transport Scotland was launched on 1 January 2006 and is the national transport agency for Scotland, responsible for the key national transport projects and policies in Scotland.

As an executive agency within the Scottish Government, Transport Scotland is directly accountable to Scottish Ministers, and Transport Scotland's Chief Executive is directly accountable to the Scottish Government Minister for Housing and Transport and the Cabinet Secretary for Infrastructure and Capital Investment. Information about Transport Scotland, including more details of [what the agency does and its organisational structure](#) is available on the Transport Scotland website.

Information that we may withhold

All information published in this guide can be accessed either through our website, or by asking us for it.

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from publication. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004 (EIR)) expressly permits it. Information may be withheld, for example, where its 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.

Where we withhold information we will remove it 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.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. This information on our website (which can be navigated from our [front page](#) or [projects page](#)) includes material which is available to download. Alternatively, you can use our website's "Search" facility. 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).

If you wish to request information in another format than that available, then please contact us using one of the methods mentioned below in the Contact Us section.

Our charging policy

Unless otherwise stated below under charges for information available only through request, 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 Transport Scotland, 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.

Fee Calculation

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.

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).

Postage costs

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

We are required by the Equality Act 2010 to make take steps to meet the needs of people who share a relevant protected characteristic. In terms of access to information, this means making reasonable adjustments to our practices to ensure that information is physically accessible. This may, for example, involve producing

information in a larger script or different format where it is practicable to do so. The costs of this will be met by Transport Scotland.

Our copyright policy

Transport Scotland is a Crown body and the information we produce is subject to Crown copyright, which is administered by the Queen's Printer for Scotland. The material listed in this publication scheme is Crown copyright unless stated otherwise. You may use and re-use Crown copyright information published through this guide free of charge in any format or medium, under the terms and conditions of the [Open Government Licence](#), provided it is reproduced accurately and not used in a misleading context. Where any of the Crown copyright items published through this guide are being republished or copied to others, the source of the material must be identified and the copyright status acknowledged.

Further information on the [terms of our copyright policy](#) is available.

Our records management and disposal policy

Transport Scotland participates in the Scottish Government's records management process. The Scottish Government has in place 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 FOISA is retrospective, it is only possible to provide copies of records that are still in existence. The current Scottish Government policy and procedures in relation to records management are set out in the [Scottish Government's Record Management Manual](#).

Some Scottish Government records are selected to be permanently 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 National Records of Scotland, these records are made publicly available and are listed on their [on-line catalogue](#).

How to access information which we do not publish

If the information you are seeking is not available through this website, then you may wish to request it from us using the contact details listed below.

Charges for information which is not available under the scheme

The charges for information which *is* available under this scheme are set out above. If you submit a request to us for information which *is not* available under the scheme the charges are outlined below. 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.

Processing 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. At present however Transport Scotland normally waives this fee. We are not obliged to respond to requests which will cost us over £600 to process.

For EIR requests, where it would cost more than £600 to provide the information to you, we may ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Reproduction & Postage Costs

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

The classes of information that we publish

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 Transport Scotland

Class 2: How we deliver functions and services

Class 3: How we take decisions

Class 4: What we spend

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our Commercial publications

Contact us

If you wish to request information which we do not publish then please contact us via one of the below methods:

By email:

If the information you seek can be identified from our website but you are unable to download it, we can usually send it to you by email. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

Please send your request for information to info@transportscotland.gsi.gov.uk.

By phone:

Please contact 0141 272 7100 to request information.

By post:

Please address your request to:

Chief Executive
Transport Scotland
Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

When writing to us to request information, please include:

- your full name and an email or postal address
- full details of the information or documents you would like to receive and why this information is required
- any payment (if you know the applicable fee)
- the format you wish to receive your information (paper, electronic, large print)

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 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:

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

Email: enquiries@itspublicknowledge.info

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

*verbal requests for environmental information carry similar rights.

Data Protection Act

Under the Data Protection Act 1998 (DPA) you have the right to ask Transport Scotland as a part of Scottish Government to inform you whether it possesses any personal information relating to you, and if so to provide you with a copy of such data. This is called a “subject access request”. Again these rights are subject to certain exceptions or exemptions. The Scottish Government, [How to request personal data guidance](#) provides further details.

All requests from members of the public for access to their personal data held by the Scottish Government should be passed to the Information Assurance Team.

The Information Assurance Team (IAT) is part of ISIS: Office of Security and Information Assurance (OSIA) and acts as a central clearing house for subject access requests.

Please complete and return a Subject Access Request form to the address below.

- [Download a Subject Access Request form](#)

The Team's address is:

The Information Assurance Team
ISIS: Office of Security and Information Assurance (OSIA)
H Spur
Saughton House
Broomhouse Drive
EDINBURGH
EH11 3XD

Your request should include a contact address and also documented evidence of who you are (e.g. copies of your driving licence, passport or birth certificate). You should also provide as much detail as possible regarding the information you wish to access. We may come back to you for additional details in order to locate the material you require. We will also require from you payment of a fee of £10 before we start to search for your information.

We will aim to meet your request within 40 days of receiving from you all of the above information (and payment of the £10 fee).

The Scottish Government leaflet “[How to open government](#)” gives further explanation about your right of access to information under the different legislation.

Class 1: About Transport Scotland

This class includes information about Transport Scotland: who we are; where to find us; how to contact us; how we are managed; and our external relations.

General information about the authority:

[About us](#), [Contact us](#)

Framework:

[The Framework document](#) sets out the different roles and responsibilities of Scottish Ministers, Transport Scotland and the Scottish Executive in delivering the Executive's transport policy objectives. It was published on 1 January 2006 and is available from the Scottish Executive website.

How the authority is run:

[Transport Scotland Senior Management Team](#)

Corporate planning:

The Corporate Plan sets out the Agency's medium term plan towards the delivery of its corporate aims and objectives and the Annual Business Plan the specific tasks for the year ahead.

- [Corporate Plan 2012-15](#)
- [Annual Business Plan 2014-15](#)

Legislation:

Legislation relevant to Transport Scotland.

- [Transport \(Scotland\) Act 2005](#)
- [UK Railways Act 2005](#)

National Transport Strategy:

The [National Transport Strategy](#) sets out the long term vision for transport policy in Scotland.

Complaints Procedure:

Guidance on Transport Scotland [complaints procedure](#).

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Class 2: How we deliver functions and services

This class includes information about our work, our strategy and policies for delivering functions and services and information for our service users.

Official List of Roads for the Trunk Road and Motorway Network:

Transport Scotland publishes a [list of trunk roads and motorways](#) for which Scottish Ministers are responsible.

Motorway and Trunk Road Programme:

Sets out those [major roads projects](#) that are currently in preparation, that have completed their statutory authorisation procedures, are in procurement and are under construction.

Service Level Agreements/Protocols:

Agreements and protocol; as setting out the level of service which Transport Scotland can expect from their key delivery partners and other government departments (excluding financial information). Available on request.

Environmental Impact Assessments - Notices of determination:

For certain infrastructure projects, Transport Scotland is required to determine whether or not a statutory Environmental Impact Assessment (EIA) is required. The process of determining whether or not EIA is required is recorded on a project specific basis, using information from a preliminary environmental appraisal of the project, and is recorded on a Record of Determination. Notices of Determination are published in the Edinburgh Gazette and in at least one newspaper circulating in the vicinity of the proposed project

Scottish Transport Appraisal Guidance (STAG):

STAG provides a framework to assess evidence based transport problems and opportunities, and promotes analysis that can be applied in all transport appraisal contexts. Read more about [Scottish Transport Appraisal Guidance \(STAG\)](#).

Development Planning and Management Transport Appraisal Guidance (DPMTAG):

Transport Scotland's Service Improvement Plan for Planning Reform, published in 2009, sets out details of Transport Scotland's commitments to ensure it delivers on the Scottish Government's planning reform. One of these commitments is to publish streamlined transport and land use appraisal guidance and to test the practicality of this guidance with COSLA and other key stakeholders. Read more about the [Development Planning and Management Transport Appraisal Guidance \(DPMTAG\)](#).

Transport Assessment (TA):

Most new developments and changes of use will have some form of transport implication. Given the policy significance of the links between land use and transport, the likely transport impacts of development proposals need to be identified and dealt with as early as possible in the planning process. This document seeks to provide a better practice guide to help identify and deal with the likely impacts. Read more at [Transport Assessment and Implementation: A Guide](#).

Scottish Trunk Road Infrastructure Project Evaluation Guidance (STRIPE):

Guidance on the monitoring and evaluation of the impacts of trunk road investments in line with those assessed through STAG (see above). The STRIPE Guidance and post-opening infrastructure evaluation reports can be found within [Project Evaluation](#).

Environmental Statements:

The findings of an Environmental Impact Assessment (EIA) are presented in a document known as the Environmental Statement (ES) which must include certain information as specified in the relevant legislation. Each project has its own relevant ES. When projects are determined as requiring an EIA an Environmental Statement (ES) notice is published. Read more at [Transport Projects](#). Notices of Environmental Statements are published in the Edinburgh Gazette and in at least one newspaper circulating in the vicinity of the proposed project.

Trunk Road, Motorway and Bridge Inspections, Maintenance & Safety:

The trunk road operating companies carry out regular inspections of the trunk road, motorway and bridge network in accordance with the operating company contracts. The Operating Company Contracts contain information about road inspection regimes.

- [Operating Company Contracts](#)
- [Planned Roadworks](#)
- Structural Road Maintenance Scheme. Annual structural maintenance programme available on request
- [Road Safety](#)
- Road Safety Schemes. A list showing the annual programme of road safety schemes is available on request

Winter Maintenance:

Winter maintenance plans for the trunk road and motorway network are prepared by each operating company.

- [Winter Service](#)
- [Weather Updates](#)

Traffic Regulation Orders/Road Orders:

Transport Scotland promotes as Scottish Statutory Instruments (SSI) temporary and permanent traffic regulation orders in accordance with the Road Traffic Regulation Act 1984. These orders give Scottish Ministers the legal authority to prohibit, restrict and control traffic on the trunk road and motorway network for road safety or roadworks. We also promote Road Orders. These Orders give Scottish Ministers the legal authority to construct new trunk roads and motorways.

- [Current Draft Regulation Orders and Road Orders](#)
- Copies of the made SSI's are available on the [Office of the Queen's Printer for Scotland website](#)
- Notice of Traffic Regulation Orders and Road Orders. Notices are published in at least one local newspaper circulating within the vicinity of the restriction and for Permanent TRO's in the Edinburgh Gazette and on its [website](#).

Planning Applications:

Local Planning Authorities are required to consult Transport Scotland where a planning application would result in an alteration to an access to the trunk road network or lead to an increase in the volume or type of traffic entering or leaving a trunk road or motorway.

Compulsory Purchase Orders:

Transport Scotland promotes Compulsory Purchase Orders (CPO) in order to build the trunk road network.

- [Compulsory Purchase Order Guidance](#)
- [Current Draft Compulsory Purchase Orders](#)
- Notice of Compulsory Purchase Orders are published in the relevant local newspaper

Rail Projects:

Transport Scotland specifies, funds and sponsors the delivery of a range of rail projects. There is a four-weekly review of the programme of [rail projects](#), and all major rail projects are subject to gateway reviews.

Rail Orders:

Transport Scotland may promote rail orders as local Scottish Statutory Instruments. These Orders give Scottish Ministers the legal authority to construct new railway lines railway infrastructure. If Transport Scotland promotes any Rail Orders, official notices concerning these will be published. Notices will be published in the Edinburgh Gazette and the relevant local newspapers

Rail Franchise:

Transport Scotland is responsible for the ScotRail Franchise. A Public Register is maintained which contains all of the documents and agreements relating to the coverage of the ScotRail network. This includes what services and routes are included in the franchise agreement, details of closures and minor modifications to the rail network, requirements of the franchise operator, and details of any penalties. The [ScotRail Franchise Agreement](#) is available here.

Service Quality Incentive Regime — ScotRail:

Transport Scotland runs a Service Quality Incentive Regime which measures First ScotRail performance in relation to quality of services and facilities at stations and on trains. More information on [Service Quality](#).

New Releases:

Transport Scotland publishes [news releases](#) to accompany announcements relevant to its responsibilities.

Research and Statistical Reports:

Transport Scotland commissions research relevant to its responsibilities and reports are published on the website. Read more at [Publications and Statistics](#).

Travel Planning:

Transport Scotland provides travel information services to help people and businesses [plan their journey](#).

Land Use and Transport Integration in Scotland ([LATIS](#)) Service Communications:

News of latest model developments is provided through newsletters, research papers and published reports.

Forth Replacement Crossing (FRC):

The Forth Replacement Crossing (FRC) is a major infrastructure project for Scotland, designed to safeguard a vital connection in the country's transport network. Information can be found on the [TS website here](#), and the [Forth Bridges website](#).

Schemes for Older & Disabled Persons and Young Persons:

Transport Scotland publishes general information, background and details on eligibility, terms and conditions, and renewal of the national [concessionary travel](#) schemes. Information is also provided on implementation & benefits of [SMART & ITSO technology](#) with link to [ITSO website](#).

Aviation & Air Services:

Information is provided about sponsorship of [Highlands and Islands Airports Ltd \(HIAL\)](#) and [Air Discount Scheme \(ADS\)](#) in Scotland. Read more about our involvement in [air services](#).

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Class 3: How we take decisions

Information about the decisions we take, how we make decisions and how we involve others.

Transport Scotland Senior Management Team:

Transport Scotland's [Senior Management Team](#) comprises Chief Executive David Middleton and our six directors.

Public Consultations:

[Public consultation](#) documents, responses and summaries of responses to consultations carried out in the past two years.

Concessionary Travel Consultations and Agreements:

Paper details relating to a consultation on the legislation that underpins the Scotland-wide [Free Bus Scheme for Older and Disabled People](#) was run between October 2005 and December 2005.

Ports & Harbours:

Information relating to [Harbour Order Decisions](#).

Ferries Plan:

Information and documents provided about consultation on the [Scottish Ferry Services Ferry Plan](#).

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Class 4: What we spend

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.

Transport Scotland Annual Report and Accounts:

The [annual reporting](#) on Transport Scotland's aim, functions and targets, including our financial information for the year.

Finance Manual:

[Scottish Public Finance Manual](#)

Transport Scotland Audit Committee:

A summary of Transport Scotland's [Risk and Audit Committee](#).

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Class 5: How we manage our human, physical and information resources

Information about how we manage the human, physical and information resources of the authority.

Performance Management:

As an agency of the Scottish Government (SG) Transport Scotland applies the same HR policies and guidance materials as the SG.

- [Scottish Government Staff Performance](#)
- [Main categories of HR Policies and Guidance](#)

Staff Handbook:

The [Staff Handbook](#) is a statement of the terms and conditions of service for Scottish Government staff.

Induction Training:

Inductions packs used for staff who are new to Transport Scotland are available on request.

Vacancies:

Information on [career opportunities](#) within Transport Scotland, including current vacancies and graduate recruitment.

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Class 6: How we procure goods and services from external providers

Information about how we procure goods and services, and our contracts with external providers

Contracts Advertised:

In line with EU Procurement Directives, Transport Scotland advertises contracts above certain thresholds in the Supplement to the Official Journal of the European Communities. For smaller contracts we usually publish our intention to contract in the Government Opportunities magazine. The adverts are placed in the [OJ website](#) of EU and Government Opportunities magazine.

Operating Company Contracts:

Transport Scotland is responsible for the management and maintenance of the trunk road and motorway network in Scotland. The network is managed and maintained by private sector operating companies. The [operating companies](#) are contracted by Transport Scotland on behalf of the Scottish Government. They carry out day-to-day inspection, management, maintenance and repairs to the trunk road and motorway network under five to seven year contracts.

Geographic coverage:

The Management and Maintenance of the network is separated into four operating areas: North West, North East, South West and South East. Each area is managed and maintained under a separate contract. As well as these there are individual 'Design, Build, Finance and Operate' (DBFO) contracts for: The A74(m) from Junction 12 to the English Border - The M77 from Junction 5 to Fenwick - The M80 Stepps to Haggs DBFO. See the [Area Map](#).

Ferries:

Further information on the publically subsidised ferry services, RET and FSP can be found on the [Ferries Page](#).

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Class 7: How we are performing

Information about how the authority performs as an organisation, and how well it delivers its functions and services.

- [Annual Report and Accounts](#). Hard copies available on request.
- [Annual Review](#). Hard copies available on request.

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Class 8: Our commercial publications

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.

Note for information: The Agency currently has no commercial publications. Charges may arise for information as explained in the charging policy in the Introduction to the Guide.

[**Return to Classes of Information**](#)