

# Cairngorms National Park Authority Publication Scheme 2015

## Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) 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 whether information is available free of charge or on payment.

The Cairngorms National Park Authority (CNPA) has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner (SIC). This publication scheme has been approved by the SIC and will remain in force until 31 May 2019. Details are as follows:

## Our Publication Scheme

- allows the public to see what information is available (and what is not available) in relation to each class,
- states what charges may be applied
- explains how to find the information easily
- provides contact details for enquiries and to get help with accessing the information
- explains how to request information that has not been published

## Availability and formats

The information we publish through this scheme is wherever possible available on our website. We offer alternative arrangement for people who do not want to, or cannot, access the information either online or in person at our offices. For example, we can send information to you in paper copy although there may be a charge for copying and postage.

## Requests for Information

You can make a request under the terms of FOISA for access to any information that we have on record that is not set out in this publication scheme. For information and guidance on your rights to Freedom of Information go to:

<http://www.itspublicknowledge.info/YourRights/YourRights.aspx>

We will also advise you how to ask for information that we do not publish or how to make a complaint if you are dissatisfied with any aspect of this publication scheme. If we are unable to resolve your complaint, you have the right to complain to the Scottish Information Commissioner.

Online requests for information should be sent to: [enquiries@cairngorms.co.uk](mailto:enquiries@cairngorms.co.uk)

Or you can contact any member of CNPA staff for guidance and assistance about requests or any aspect of our information. Staff contact details can be found by following this link: <http://cairngorms.co.uk/park-authority/contact/who-should-i-talk-to/>

Alternatively you can contact or visit one of our offices at:

14 The Square  
Grantown-on-Spey  
PH26 3HG  
Tel: 01479 873535

Albert Memorial Hall  
Station Road  
Ballater  
AB35 5QB  
Tel: 01339 753601

## **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 personal data), we will remove or 'redact' the information before publication and explain why.

## **Copyright**

You can copy or reproduce, with formal permission, any information that we hold and retain full copyright, provided:

- It is copied or reproduced accurately
- It is not used in a misleading context, and
- The source of the material is identified

We will make clear any information where we do not hold the copyright.

## **Charges**

We aim to provide all information requested free of charge. Information on our website and copies of any corporate publications which are already printed and available are all free of charge.

A single print-out of the information on our website or a hard copy of the document can be requested (except where indicated) and will be free of charge except where indicated.

There may be a charge for printing, copying and postage for requests for multiple print-outs or hard copies. Printing or copying costs are 10p per page. If there are charges we will always tell you what the cost is before providing the information to you.

## **Classes of information**

The information in our publication scheme is grouped into 8 classes, which are as follows:

- Class 1: About the CNPA
- Class 2: How we deliver our functions and services
- Class 3: How the CNPA takes decisions and what we have decided
- Class 4: What the CNPA spends and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How the CNPA procures goods and services from external providers
- Class 7: How the CNPA is performing
- Class 8: Our commercial publications

Although we hope that the classes of information below will help you find the information that you want quickly, we know that there are always other ways to classify information. There is a search facility on our website [www.cairngorms.co.uk](http://www.cairngorms.co.uk) which should direct you to the information you want.

## Class I: About the CNPA

### General information about the Authority

Information about the CNPA, who we are, where to find us, where to find us, how to contact us, how we are managed and our external relations

Information	How to access it
The Work of the CNPA	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=56">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=56</a> , paper and electronically
Corporate Plan	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=173">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=173</a> -, paper and electronically
Annual reports and accounts	<a href="http://www.cairngorms.co.uk/park-authority/about-us/annual-reports">www.cairngorms.co.uk/park-authority/about-us/annual-reports</a> paper and electronically
Cairngorms National Park Partnership Plan 2007-2012	<a href="http:// Cairngorms.co.uk/park-authority/national-park-plan/cairngorms-national-park-plan-2012-2017">http:// Cairngorms.co.uk/park-authority/national-park-plan/cairngorms-national-park-plan-2012-2017</a> paper and electronically
Staff and board structure and contact information	<a href="http://www.cairngorms.co.uk/park-authority/contact/who-should-i-talk-to/">www.cairngorms.co.uk/park-authority/contact/who-should-i-talk-to/</a> , <a href="http:// Cairngorms.co.uk/park-authority/about-us/board/elections">http:// Cairngorms.co.uk/park-authority/about-us/board/elections</a> paper and electronically
Complaints procedure	<a href="http://www.cairngorms.co.uk/park-authority/about-us/complaints/">www.cairngorms.co.uk/park-authority/about-us/complaints/</a> , paper and electronically
Freedom of Information and Environmental Information Regulation	<a href="http://www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/">www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/</a> Paper and electronically
Press releases	<a href="http://www.cairngorms.co.uk/news/">www.cairngorms.co.uk/news/</a> , paper and electronically
E-bulletin	<a href="http:// Cairngorms.co.uk/park-authority/contact/email-bulletin">http:// Cairngorms.co.uk/park-authority/contact/email-bulletin</a>
Blog	<a href="http:// Cairngorms.co.uk/blog">http:// Cairngorms.co.uk/blog</a>

## Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users

Information	How to access it
Cairngorms National Park Plan 2007-2012	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=98">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=98</a> , paper and electronically
Corporate Plan	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=173">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=173</a> -, paper and electronically
Local Plan	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=265">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=265</a> , paper and electronically
Supplementary Planning Guides	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=264">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=264</a> , paper and electronically
Strategy, framework and guidance publications – a range of publications on the management and enjoyment of the Park	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/">www.cairngorms.co.uk/park-authority/about-us/publications/</a> , paper and electronically
Operational Plan	paper and electronically
Standing Orders	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=216">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=216</a> , paper and electronically
Information leaflets	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/">www.cairngorms.co.uk/park-authority/about-us/publications/</a> , paper and electronically
Freedom of Information and Environmental Information Regulation	<a href="http://www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/">www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/</a> paper and electronically
Press Releases	<a href="http://www.cairngorms.co.uk/news/">www.cairngorms.co.uk/news/</a> , paper and electronically
E-bulletin	<a href="http://cairngorms.co.uk/park-authority/contact/email-bulletin">http://cairngorms.co.uk/park-authority/contact/email-bulletin</a>
Blogs (Park Talk)	<a href="http://cairngorms.co.uk/blog">http://cairngorms.co.uk/blog</a>

### Class 3: How the CNPA takes decisions and what we have decided

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

Information	How to access it
Local Plan	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=265">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=265</a> , paper and electronically
Supplementary Planning Guides	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=264">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=264</a> , paper and electronically
Papers and minutes of meetings (including planning, board and staff)	<a href="http://www.cairngorms.co.uk/park-authority/about-us/meeting-papers/">www.cairngorms.co.uk/park-authority/about-us/meeting-papers/</a> , paper, electronically
Consultation documents and responses	<a href="http://www.cairngorms.co.uk">www.cairngorms.co.uk</a> (various), paper, electronically
Corporate policy statements	<a href="http://www.cairngorms.co.uk/park-authority/about-us/corporate-policies-plans/">www.cairngorms.co.uk/park-authority/about-us/corporate-policies-plans/</a> , paper and electronically
Grant schemes and loans	<a href="http://www.cairngorms.co.uk/park-authority/our-services/funding/">www.cairngorms.co.uk/park-authority/our-services/funding/</a> Paper and electronically
Freedom of Information and Environmental Information Regulation	<a href="http://www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/">www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/</a> paper and electronically
Press Releases	<a href="http://www.cairngorms.co.uk/news/">www.cairngorms.co.uk/news/</a> , paper and electronically
E-bulletin	<a href="http://cairngorms.co.uk/park-authority/contact/email-bulletin">http://cairngorms.co.uk/park-authority/contact/email-bulletin</a>
Blogs (Park Talk)	<a href="http://cairngorms.co.uk/blog">http://cairngorms.co.uk/blog</a>

## Class 4: What the CNPA spends and how we spend it

Information about our strategy for, and management of, financial procedures

Information	How to access it
Accounts	<a href="http://www.cairngorms.co.uk/park-authority/about-us/annual-reports">www.cairngorms.co.uk/park-authority/about-us/annual-reports</a> , paper, electronically
Finance committee – papers and minutes	<a href="http://www.cairngorms.co.uk/park-authority/about-us/meeting-papers/committee-papers/?main=1&amp;typeID=3">www.cairngorms.co.uk/park-authority/about-us/meeting-papers/committee-papers/?main=1&amp;typeID=3</a> , paper, electronically
Audit committee – papers and minutes	<a href="http://www.cairngorms.co.uk/park-authority/about-us/meeting-papers/committee-papers/?main=1&amp;typeID=4">www.cairngorms.co.uk/park-authority/about-us/meeting-papers/committee-papers/?main=1&amp;typeID=4</a> , paper, electronically
Senior staff and staff salary	<a href="http://www.cairngorms.co.uk/park-authority/about-us/senior-staff-board-salaries/">www.cairngorms.co.uk/park-authority/about-us/senior-staff-board-salaries/</a> , paper, electronically
Board remuneration	<a href="http://www.cairngorms.co.uk/park-authority/about-us/annual-reports">www.cairngorms.co.uk/park-authority/about-us/annual-reports</a> , paper, electronically
Freedom of Information	<a href="http://www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/">www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/</a> paper and electronically
Press Releases	<a href="http://www.cairngorms.co.uk/news/">www.cairngorms.co.uk/news/</a> , paper and electronically
E-bulletin	<a href="http://cairngorms.co.uk/park-authority/contact/email-bulletin">http://cairngorms.co.uk/park-authority/contact/email-bulletin</a>
Blogs (Park Talk)	<a href="http://cairngorms.co.uk/blog">http://cairngorms.co.uk/blog</a>

### **Class 5: How the CNPA manages its human, physical and information resources**

<b>Information</b>	<b>How to access it</b>
External ads and vacancies	<a href="http://www.cairngorms.co.uk/park-authority/about-us/recruitment/">www.cairngorms.co.uk/park-authority/about-us/recruitment/</a> , paper, electronically
Staff handbook	Paper and electronically
Pensions	<a href="http://www.civilservice-pensions.co.uk">www.civilservice-pensions.co.uk</a>
Job Descriptions	Paper and electronically
HR policies and procedures	Paper and electronically
Environmental policies	Paper and electronically
Staffing and recruitment committee	<a href="http://www.cairngorms.co.uk/park-authority/about-us/meeting-papers/committee-papers/?main=1&amp;typeID=34">www.cairngorms.co.uk/park-authority/about-us/meeting-papers/committee-papers/?main=1&amp;typeID=34</a> , paper, electronically
Code of Practice for CNPA board members	<a href="http://www.cairngorms.co.uk/park-authority/about-us/board/">www.cairngorms.co.uk/park-authority/about-us/board/</a> , paper, electronically
Register of financial, Business and other interests	<a href="http://www.cairngorms.co.uk/park-authority/about-us/board/">www.cairngorms.co.uk/park-authority/about-us/board/</a> (for board members), paper and electronically
Freedom of Information	Paper and electronically

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

<b>Information</b>	<b>How to access it</b>
Requisition forms and guidance	Paper and electronically
Tender document and guidance	Paper and electronically
Procurement document and guidance	Paper and electronically
Standard terms and conditions	Paper and electronically
Freedom of Information and Environmental Information Regulation	Paper and electronically



## Class 7: How the CNPA is performing

Information	How to access it
Annual reports and functions	<a href="http://www.cairngorms.co.uk/park-authority/about-us/annual-reports">www.cairngorms.co.uk/park-authority/about-us/annual-reports</a> , paper, electronically
Quarterly KPI Progress report and monitoring	<a href="http://www.cairngorms.co.uk/park-authority/about-us/meeting-papers/board-papers/">http://www.cairngorms.co.uk/park-authority/about-us/meeting-papers/board-papers/</a> paper, electronically
Park Plan Progress report	<a href="http://www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=221">www.cairngorms.co.uk/park-authority/about-us/publications/?publicationID=221</a> , paper, electronically
Press Releases	<a href="http://www.cairngorms.co.uk/news/">www.cairngorms.co.uk/news/</a> , paper and electronically
E-bulletin	<a href="http://cairngorms.co.uk/park-authority/contact/email-bulletin">http://cairngorms.co.uk/park-authority/contact/email-bulletin</a>
Freedom of Information and Environmental Information Regulation	<a href="http://www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/">www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/</a> paper and electronically

## Class 8: Commercial publications

No classifications held.

This is the end of the publication scheme.