Cairngorms National Park Authority Publication Scheme 2011

Introduction

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
- tell the public how to access the information and whether information is available free of charge or on payment.

The CNPA has adopted the Model Publication Scheme 2011 produced by the Scottish Information Commissioner. He has approved this scheme until 31 May 2015. You can see this scheme on our website at:

http://www.cairngorms.co.uk/park-authority/about-us/freedom-of-information/

Or by contacting:

Communications and Information Manager
14 The Square
Grantown-on-Spey
PH26 3HG

The guide:

- 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 in person at our offices. For example, we can usually send information to you in paper copy, although there may be a photocopying and postage charge for this.

You can make a request online or in writing for access to any information that we have on record that isn't in our publication scheme under the terms of the Freedom of Information (Scotland) Act 2002. For guidance on Freedom of Information go to:
www.itspublicknowledge.info/home/ScottishInformationCommissioner

Freedom of Information requests should be sent to the Authority's Communications and Information Manager:

Stephanie Bungay
Cairngorms National Park Authority
14 The Square
Grantown-on-Spey
PH26 3HG
Email: stephaniebungay@cairngorms.co.uk

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, information that we hold the 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, sent 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, photocopying and postage for requests for multiple print-outs or hard copies. Printing or photocopying costs are 10p per page.

We will always tell you what the cost is before providing the information to you.

Contact us

You can contact any member of CNPA staff for guidance and assistance with any aspect of our information. The principle contact for Freedom of Information and the Publication Scheme is our Communications and Information Manager:

Stephanie Bungay
Cairngorms National Park Authority
14 The Square

Grantown-on-Spey
PH26 3HG
stephaniebungay@cairngorms.co.uk

Alternatively you can visit either of our offices:

14 The Square   Albert Memorial Hall
Grantown-on-Spey   Station Road
PH26 3HG   Ballater
                                       AB35 5QB

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 we are unable to resolve your complaint, you have the right to complain to the Scottish Information Commissioner.

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 which should direct you to the information you want.

Class 1: 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
Framework Document	Paper and electronically
The Work of the CNPA	Website, paper and electronically
Corporate Plan	Website, paper and electronically
Annual reports and accounts	Website paper and electronically
Cairngorms National Park Plan 2007-2012	Website, paper and electronically

Staff and board structure and contact information	Website, paper and electronically
Complaints procedure	Website, paper and electronically
Freedom of Information and Environmental Information Regulation	Paper and electronically
Press releases	Website, paper and electronically
E-bulletin	Electronically
Parklife	Website, paper and electronically

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	Website, paper and electronically
Corporate Plan	Website, paper and electronically
Local Plan	Website, paper and electronically
Supplementary Planning Guides	Website, paper and electronically
Strategy, framework and guidance publications	Website, paper and electronically
Operational Plan	Website, paper and electronically
Standing orders	Website, paper and electronically
Information leaflets	Website, paper and electronically
Freedom of Information and Environmental Information Regulation	Paper and electronically
Press releases	Website, paper and electronically
E-bulletin	Electronically
Parklife	Website, paper and electronically

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	Website, paper, electronically
Supplementary Planning Guidances	Website, paper, electronically
Papers and minutes of meetings (including planning, board and staff)	Website, paper, electronically
Consultation documents and responses	Website (not all responses are published), paper, electronically
Corporate policy statements	Website, paper and electronically
Grant schemes and loans	Paper and electronically
Freedom of Information and Environmental Information Regulation	Paper and electronically
Press releases	Website, paper and electronically
E-bulletin	Electronically
Parklife	Website, paper and electronically

Class 4: What the CNPA spends and how we spend it
Information about our strategy for, and management of, financial resources

Information	How to access it
Accounts	Website, paper, electronically
Finance committee – papers and minutes	Website, paper, electronically
Audit committee – papers and minutes	Website, paper, electronically
Senior staff and staff salary	Website, paper, electronically
Board remuneration	Website, paper, electronically
Freedom of Information	Paper and electronically
Press releases	Website, paper and electronically
E-bulletin	Electronically
Parklife	Website, paper and electronically

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

Information	How to access it
External ads	Website, paper, electronically
Staff handbook	Paper and electronically
Pensions	www.civilservice-pensions.co.uk
Job descriptions	Paper and electronically
HR policies and procedures	Paper and electronically
Environmental policies	Paper and electronically
Staffing and recruitment committee	Website, paper, electronically
Code of Practice for CNPA board members	Website, paper, electronically
Register of financial, Business and other interests	Website (for board members), paper and electronically
Freedom of Information	Paper and electronically

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

Information	How to access it
Requisition form 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 report and functions	Website, paper, electronically
Quarterly KPI Progress report and monitoring	Website, paper, electronically

Park Plan Progress report	Website, paper, electronically
Press releases	Website, paper and electronically
E-bulletin	Website and electronically
Freedom of Information and Environmental Information Regulation	Paper and electronically

Class 8: Commercial publications

No classifications held

This is the end of the publication scheme.