



## **Guide to information available through the Model Publication Scheme**

## Contents

Introduction .....	3
Availability and formats.....	3
Exempt information.....	3
Copyright and re-use of information .....	3
Charges.....	4
Requesting information .....	4
Contact us.....	5
The classes of information that we publish.....	6
Class 1: About the Children and Young People’s Commissioner Scotland .....	6
Class 2: How we deliver our functions and services .....	7
Class 3: How we take decisions and what we have decided.....	9
Class 4: What we spend and how we spend it.....	10
Class 5: How we manage our human, physical and information resources.....	11
Class 6: How we procure goods and services from external providers.....	12
Class 7: How we are performing .....	13
Class 8: Our commercial publications .....	13
Class 9: Our open data .....	14

## Terms used

### Model Publication Scheme (MPS)

A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner.

### Guide to Information

A guide that every public authority adopting the MPS must produce to help people access the information it makes available.

### Classes of information

Nine broad categories describing the types of information authorities must publish (if they hold it).

## **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 what it might cost

The Children and Young People's Commissioner Scotland has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. You can read this scheme on our website at <https://www.cypcs.org.uk/ufiles/Model-Publication-Scheme-2017.pdf> or by contacting us to request a copy.

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; and
- explain how to request information we hold that has not been published.

## **Availability and formats**

The information we publish via the model publication scheme is, wherever possible, available on our website. We offer alternative arrangements and formats for people who do not want to, or cannot, access the information online or by inspection at our office. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

## **Exempt information**

We will publish the information we hold that falls within the classes of information in this guide. 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 will remove or redact (blackout text) the information before publication and will explain why.

## **Copyright and re-use of information**

The Children and Young People's Commissioner Scotland has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our public information where we are the copyright holder. We can provide you with a copy of this licence if you do not have internet

access. We encourage you to use and re-use our public information where we are the copyright holder 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 Children and Young People's Commissioner Scotland 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 office.

We may charge for providing **published information** to you (e.g., photocopying and postage), but we will charge you no more than it costs us to do so. We will always tell you what the cost is before providing the information to you.

Our charges are:

- A4 printing and photocopying at 5p per side for black and white and 10p per side for colour.
- A3 printing and photocopying at 10p per side for black and white and 30p per side for colour.
- Information provided on CD-Rom will be charged at £0.50 per computer disc.
- We will recharge any postage costs at the rate we paid to send the information to you.
- 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 on any other costs to you in relation to our published information.

### **Requesting information**

If you want to see any information that we hold, you should make your request in writing or other recordable format (e.g. by email, letter or via social media). Even if the information is not published as part of our publication scheme, you have the right to request it from us. Requests can be sent to us at the contact details below:

You must provide us with:

- Your full name (usually a first name or initial and a surname/family name)
- Contact details so that we can respond (an email address will do); and

- A description of the information you would like us to provide, but you do not have to tell us why you want the information or what you plan to do with it.

We must respond to your request within 20 working days. We will send you written acknowledgement of your request.

We may charge for **unpublished information** provided in response to a request.

- Where it would cost us £100 or less to provide the information to you, no charge will be made.
- If it costs between £100 and £600 to provide the information, we may ask you to pay 10% of that part of the cost. So, for example, if it costs us £600, then we may charge up to £50 (i.e. first £100 is free, then we may charge 10% of the cost between £100 and £600).
- Where it would cost more than £600 to provide information to you, we may ask you to pay the costs as set out above up to £600, and the remaining costs over £600 in full.

If we need to make a charge for providing unpublished information, we will notify you first. After we have received your payment, the information will be sent to you.

### **Contact us**

You can contact us for assistance with any aspect of this publication scheme, our guide to information, and to ask for help with finding information.

Children and Young People's Commissioner Scotland  
Rosebery House, Ground Floor  
9 Haymarket Terrace  
Edinburgh, EH12 5EZ

Telephone:	0131 346 5350
Young People's Freephone:	0800 019 1179
Fax:	0131 337 1275
Email:	<a href="mailto:info@cypcs.org.uk">info@cypcs.org.uk</a>
Twitter:	@cypcs
Facebook:	facebook.com/cypcs

We will also advise you on how to ask for our unpublished information 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 nine 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 the Children and Young People’s Commissioner Scotland

#### Class description:

Information about the Commissioner and his office, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class	How to access it
<b>Law establishing us</b>	
Commissioner for Children and Young People (Scotland) Act 2003	<a href="http://www.legislation.gov.uk/asp/2003/17/contents">http://www.legislation.gov.uk/asp/2003/17/contents</a>
Children and Young People (Scotland) Act 2014, Part 2	<a href="http://www.legislation.gov.uk/asp/2014/8/contents">http://www.legislation.gov.uk/asp/2014/8/contents</a>
<b>About us</b>	
Commissioner’s role	<a href="https://www.cypcs.org.uk/about/commissioner/role">https://www.cypcs.org.uk/about/commissioner/role</a>
Commissioner’s staff	<a href="https://www.cypcs.org.uk/about/staff">https://www.cypcs.org.uk/about/staff</a>
Current Commissioner	<a href="https://www.cypcs.org.uk/about/commissioner">https://www.cypcs.org.uk/about/commissioner</a>
History of the Commissioner	<a href="https://www.cypcs.org.uk/about/history">https://www.cypcs.org.uk/about/history</a>
<b>Contacting us</b>	
Contact details (see footer on website)	<a href="https://www.cypcs.org.uk/">https://www.cypcs.org.uk/</a>

Complain about us	<a href="https://www.cypcs.org.uk/ufiles/Complaints.pdf">https://www.cypcs.org.uk/ufiles/Complaints.pdf</a>
Accessibility	<a href="https://www.cypcs.org.uk/footer/accessibility">https://www.cypcs.org.uk/footer/accessibility</a>
<b>Governance and accountability</b>	
Advisory Audit Board	<a href="https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board">https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board</a>
Business continuity plan	Not currently available on website – please contact us for a hard copy
Managing the organisation	<a href="https://www.cypcs.org.uk/footer/foi/class-3/management">https://www.cypcs.org.uk/footer/foi/class-3/management</a>
Risk management policy	<a href="https://www.cypcs.org.uk/ufiles/Risk-Management-Policy.pdf">https://www.cypcs.org.uk/ufiles/Risk-Management-Policy.pdf</a>
Scheme of delegation	<a href="https://www.cypcs.org.uk/ufiles/Scheme-of-Delegation-2015.pdf">https://www.cypcs.org.uk/ufiles/Scheme-of-Delegation-2015.pdf</a>
<b>Keeping others informed</b>	
Commissioner's Facebook page	<a href="https://www.facebook.com/CYPCS/">https://www.facebook.com/CYPCS/</a>
Commissioner on Twitter	<a href="https://twitter.com/cypcs">https://twitter.com/cypcs</a>
Guide to information in our publication scheme	<a href="https://www.cypcs.org.uk/footer/foi/guide">https://www.cypcs.org.uk/footer/foi/guide</a>
News releases	<a href="https://www.cypcs.org.uk/news">https://www.cypcs.org.uk/news</a>
Newsletter	<a href="https://www.cypcs.org.uk/news/newsletter">https://www.cypcs.org.uk/news/newsletter</a>

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

### **Class description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Workplans and annual reporting</b>	
Annual accounts and reports	<a href="https://www.cypcs.org.uk/about/annual">https://www.cypcs.org.uk/about/annual</a>
Strategic plan	<a href="https://www.cypcs.org.uk/about/plan">https://www.cypcs.org.uk/about/plan</a>
Operational plan	Not currently available on website – please contact us for a hard copy
<b>Review of law, policy and practice of children’s rights</b>	
Child rights monitoring	<a href="https://www.cypcs.org.uk/policy/child-rights-monitoring">https://www.cypcs.org.uk/policy/child-rights-monitoring</a>
Child rights impact assessment	<a href="https://www.cypcs.org.uk/policy/cria">https://www.cypcs.org.uk/policy/cria</a>
Consultation responses	<a href="https://www.cypcs.org.uk/policy/evidence">https://www.cypcs.org.uk/policy/evidence</a>
Parliamentary evidence	<a href="https://www.cypcs.org.uk/policy/evidence">https://www.cypcs.org.uk/policy/evidence</a>
Policy briefings	<a href="https://www.cypcs.org.uk/policy/briefings">https://www.cypcs.org.uk/policy/briefings</a>
Publications	<a href="https://www.cypcs.org.uk/publications">https://www.cypcs.org.uk/publications</a>
Research	<a href="https://www.cypcs.org.uk/policy/research">https://www.cypcs.org.uk/policy/research</a>
<b>Promoting awareness and understanding of children’s rights</b>	
7 Golden rules for participation	<a href="https://www.cypcs.org.uk/education/golden-rules">https://www.cypcs.org.uk/education/golden-rules</a>
ENYA: Participating across Europe	<a href="https://www.cypcs.org.uk/education/enya">https://www.cypcs.org.uk/education/enya</a>
Participation Statement	<a href="https://www.cypcs.org.uk/education/participation-statement">https://www.cypcs.org.uk/education/participation-statement</a>
Past work	<a href="https://www.cypcs.org.uk/education/past-work">https://www.cypcs.org.uk/education/past-work</a>



Rights resources <i>(instructional workshops and worksheets)</i>	<a href="https://www.cypcs.org.uk/education/workshops">https://www.cypcs.org.uk/education/workshops</a>
The UNCRC <i>(available in several formats to increase knowledge and understanding of children's human rights)</i>	<a href="https://www.cypcs.org.uk/rights/uncrc">https://www.cypcs.org.uk/rights/uncrc</a>

### **Class 3: How we take decisions and what we have decided**

#### **Class description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
Advisory Audit Board	<a href="https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board">https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board</a>
Consultation with children and young people	<a href="https://www.cypcs.org.uk/about/plan/revising-the-strategic-plan">https://www.cypcs.org.uk/about/plan/revising-the-strategic-plan</a> <a href="https://www.cypcs.org.uk/education/past-work/blether">https://www.cypcs.org.uk/education/past-work/blether</a> <a href="https://www.cypcs.org.uk/education/past-work/wee-blether">https://www.cypcs.org.uk/education/past-work/wee-blether</a>
Consultation with organisations	<a href="https://www.cypcs.org.uk/about/plan">https://www.cypcs.org.uk/about/plan</a>
Managing the organisation (includes Management Team minutes)	<a href="https://www.cypcs.org.uk/footer/foi/class-3/management">https://www.cypcs.org.uk/footer/foi/class-3/management</a>
Scheme of delegation	<a href="https://www.cypcs.org.uk/ufiles/Scheme-of-Delegation-2015.pdf">https://www.cypcs.org.uk/ufiles/Scheme-of-Delegation-2015.pdf</a>

## **Class 4: What we spend and how we spend it**

### **Class description:**

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.

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Budget and expenditure</b>	
Annual accounts	<a href="https://www.cypcs.org.uk/about/annual">https://www.cypcs.org.uk/about/annual</a>
Annual statement of expenditure	<a href="https://www.cypcs.org.uk/footer/foi/class-4/annual-expenditure">https://www.cypcs.org.uk/footer/foi/class-4/annual-expenditure</a>
Commissioner's expenses (in monthly expenditure reports)	<a href="http://www.cypcs.org.uk/footer/foi/class-4/budget-expenditure">http://www.cypcs.org.uk/footer/foi/class-4/budget-expenditure</a>
Monthly expenditure	<a href="https://www.cypcs.org.uk/footer/foi/class-4/budget-expenditure">https://www.cypcs.org.uk/footer/foi/class-4/budget-expenditure</a>
<b>Financial accountability</b>	
Advisory Audit Board	<a href="https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board">https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board</a>
Annual audit reports	<a href="https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board">https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board</a>
Financial accountability	<a href="https://www.cypcs.org.uk/footer/foi/class-4/financial-accountability">https://www.cypcs.org.uk/footer/foi/class-4/financial-accountability</a>
Financial memorandum	<a href="https://www.cypcs.org.uk/ufiles/Financial-Memorandum-Manual.pdf">https://www.cypcs.org.uk/ufiles/Financial-Memorandum-Manual.pdf</a>
<b>Contracts and procurement</b>	
Invitations to tender	<a href="https://www.cypcs.org.uk/footer/foi/class-4/contracts-and-procurement">https://www.cypcs.org.uk/footer/foi/class-4/contracts-and-procurement</a>

Procurement policy	<a href="https://www.cypcs.org.uk/ufiles/Procurement-Policy.pdf">https://www.cypcs.org.uk/ufiles/Procurement-Policy.pdf</a>
Register of contracts	Not currently available on website – please contact us for this information

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

#### **Class description:**

Information about how we manage the human, physical and information resources of the Commissioner’s office.

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Office policies</b>	
Anti fraud policy	<a href="https://www.cypcs.org.uk/ufiles/Anti-Fraud-Policy.pdf">https://www.cypcs.org.uk/ufiles/Anti-Fraud-Policy.pdf</a>
Child protection procedures	<a href="https://www.cypcs.org.uk/ufiles/Child-Protection-Procedures.pdf">https://www.cypcs.org.uk/ufiles/Child-Protection-Procedures.pdf</a>
Complaints procedure	<a href="https://www.cypcs.org.uk/ufiles/Complaints.pdf">https://www.cypcs.org.uk/ufiles/Complaints.pdf</a>
Enquiries Service Handbook	<a href="https://www.cypcs.org.uk/ufiles/Enquiries-Service-Handbook.pdf">https://www.cypcs.org.uk/ufiles/Enquiries-Service-Handbook.pdf</a>
Personal use of social media	<a href="https://www.cypcs.org.uk/ufiles/Personal-use-of-Social-Media.pdf">https://www.cypcs.org.uk/ufiles/Personal-use-of-Social-Media.pdf</a>
Professional use of social media	<a href="https://www.cypcs.org.uk/ufiles/Professional-use-of-social-media.pdf">https://www.cypcs.org.uk/ufiles/Professional-use-of-social-media.pdf</a>
<b>Managing information</b>	
Data protection policy	<a href="https://www.cypcs.org.uk/ufiles/data-protection-policy.pdf">https://www.cypcs.org.uk/ufiles/data-protection-policy.pdf</a>
Freedom of information policy	<a href="https://www.cypcs.org.uk/ufiles/FOI-Policy.pdf">https://www.cypcs.org.uk/ufiles/FOI-Policy.pdf</a>

Information and records management policy	<a href="https://www.cypcs.org.uk/ufiles/Information-and-Records-Management-Policy.pdf">https://www.cypcs.org.uk/ufiles/Information-and-Records-Management-Policy.pdf</a>
Model publication scheme and guide to information	<a href="https://www.cypcs.org.uk/footer/foi/guide">https://www.cypcs.org.uk/footer/foi/guide</a>
Remote working policy	<a href="https://www.cypcs.org.uk/ufiles/Remote-Working-Policy.pdf">https://www.cypcs.org.uk/ufiles/Remote-Working-Policy.pdf</a>
Records management plan	<a href="https://www.cypcs.org.uk/ufiles/Records-Management-Plan.pdf">https://www.cypcs.org.uk/ufiles/Records-Management-Plan.pdf</a>
Records management plan assessment report	<a href="https://www.nrscotland.gov.uk/files/record-keeping/public-records-act/keepers-assessment-report-childrens-commissioner.pdf">https://www.nrscotland.gov.uk/files/record-keeping/public-records-act/keepers-assessment-report-childrens-commissioner.pdf</a>
<b>Managing employees</b>	
Employee handbook	<a href="https://www.cypcs.org.uk/ufiles/Employee-Handbook.pdf">https://www.cypcs.org.uk/ufiles/Employee-Handbook.pdf</a>
Recruitment and selection policy (in the employee handbook)	<a href="https://www.cypcs.org.uk/ufiles/Employee-Handbook.pdf">https://www.cypcs.org.uk/ufiles/Employee-Handbook.pdf</a>

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

### **Class description:**

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

<b>The information we publish under this class</b>	<b>How to access it</b>
Invitations to tender	<a href="https://www.cypcs.org.uk/footer/foi/class-4/contracts-and-procurement">https://www.cypcs.org.uk/footer/foi/class-4/contracts-and-procurement</a>
Procurement policy	<a href="https://www.cypcs.org.uk/ufiles/Procurement-Policy.pdf">https://www.cypcs.org.uk/ufiles/Procurement-Policy.pdf</a>

Register of contracts	Not currently available on website – please contact us for this information
-----------------------	---

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

#### **Class description:**

Information about how the Commissioner’s office performs as an organisation, and how well it delivers its functions and services.

<b>The information we publish under this class</b>	<b>How to access it</b>
Advisory Audit Board	<a href="https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board">https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board</a>
Annual accounts	<a href="https://www.cypcs.org.uk/about/annual">https://www.cypcs.org.uk/about/annual</a>
Annual audit reports	<a href="https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board">https://www.cypcs.org.uk/footer/foi/class-4/advisory-audit-board</a>
Annual reports	<a href="https://www.cypcs.org.uk/about/annual">https://www.cypcs.org.uk/about/annual</a>
Corporate parenting plan	Not currently available on website – please contact us for this information
Equality reports and outcomes	<a href="https://www.cypcs.org.uk/footer/foi/class-7/equality">https://www.cypcs.org.uk/footer/foi/class-7/equality</a>
External evaluations	<a href="https://www.cypcs.org.uk/footer/foi/class-7">https://www.cypcs.org.uk/footer/foi/class-7</a>

### **Class 8: Our commercial publications**

#### **Class description:**

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.

<b>The information we publish under this class</b>	<b>How to access it</b>
We do not hold or publish any information under this class.	

<b>Class 9: Our open data</b>
<p><b>Class description:</b></p> <p>Open data made available by the authority as described by the Scottish Government's <a href="#">Open Data Resource Pack</a> and available under an open licence.</p>

<b>The information we publish under this class</b>	<b>How to access it</b>
Open data publication plan	We are drafting our plan, and this will be published on our website once it is approved by the Management Team.