

THE SCOTTISH ROAD WORKS COMMISSIONER

Guide to Information

Scottish Road Works Commissioner's (Publication Scheme.)

The Freedom of Information (Scotland) Act 2002 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: and
- tell the public how to access the information and whether information is available free of charge or if a payment is due what charges will be applied.

The Scottish Road Works Commissioner adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner.

You can find information about the Model Publication Scheme on the Scottish Information Commissioner's website

at www.itspublicknowledge.info/PublicationSchemeGuidance

The purpose of this Guide to Information is to:

- allow you to see what classes of information about the Scottish Road Works Commissioner and its work are available (and what is not), and in what format;
- explain how to find the information easily;

- provide contact details for enquiries and for help to access the information; and
- state what charges may be applied for the provision of paper copies of documents

Availability and formats

The information the Scottish Road Works Commissioner publishes under the Model Publication Scheme is available on its website. The Scottish Road Works Commissioner can offer alternative arrangements, on request, for those who are unable or unwilling to access the information from the website. For example, arrangements can be made for the information to be sent as a paper copy by post. There may, however, be a charge for this (see Section 5 below).

Exempt information

The Scottish Road Works Commissioner holds information which falls within the classes of information detailed below. Information in any document that is exempt under Freedom of Information legislation (for example, if it is sensitive personal data), may be removed or blanked out (redact) before publication. An explanation will be provided if any such action has been taken.

Copyright and re-use

Where the Scottish Road Works Commissioner holds the copyright in any of its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

The Scottish Road Works Commissioner will make it clear if it does not hold the copyright for any information it publishes.

Charges

This section outlines the circumstances in which the Scottish Road Works Commissioner might apply a charge for its publications.

There is no charge to view the information displayed on our website or at the Scottish Road Works Commissioner's office. Anyone wishing to view information at the Scottish Road Works Commissioner's office must make an advance appointment to do so.

The Scottish Road Works Commissioner may charge for the costs incurred in providing information, such as for postage and / or photocopying. The charge for the supply of information will be no more than the actual cost of producing and sending copies of the information. The Scottish Road Works Commissioner's office will always advise of the charge to be applied before the information is supplied.

This charging schedule does not apply to commercial publications (see Class 8 below). Any such items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects the 'market value', which may include the associated production costs.

Contact the Scottish Road Works Commissioner's office

Any enquiries or requests for assistance in respect of any aspect of this publication scheme should be directed to:

Office of Scottish Road Works Commissioner
E Spur Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Tel: 0131 244 9936

Email: enquiries@roadworks.scot

Website: www.roadworks.scot

The Scottish Road Works Commissioner can provide advice as to how information that it does not publish can be sought and how to complain about any aspect of its publication scheme.

The classes of information published by the Scottish Road Works Commissioner

The Scottish Road Works Commissioner publishes information that falls within the following classes. Once information is published under a class, the Scottish Road Works Commissioner will continue to make it available for two financial years. Where information is updated or superseded, only the current version will be available on the website. Any request for a previous can be made using the contact details above.

The classes are:-

Class 1: About us

Class 2: How we deliver our functions and services

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

Class 4: What we spend and how we spend it

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

Class 9: Our open data

Class 1: About us
Information about the office of the Scottish Road Works Commissioner, how to contact the Commissioner, how we are managed and our external relations
Relevant Legislation
Transport (Scotland) Act 2019
New Roads and Street Works Act 1991

About Us

[Commissioner's role](#)

[Corporate & Business Plans](#)

Contacting Us

[Our Contact Details](#)

[Complaints Procedure](#)

[Requesting Information from Us](#)

Governance and Accountability

[Register of Interests](#)

[SRWC Equality, Diversity and Inclusion Policy](#)

[Code of Conduct](#)

External Relations

[Framework Document between Transport Scotland and SRWC](#)

Class 2: How we deliver our functions and services

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

[Who We Are](#)

[Current Legislation](#)

[Corporate & Business Plans](#)

[Scottish Road Works Online](#)

[Scottish Road Works Community](#)

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

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

[Annual Reports](#)

[Code of Practice for Penalties](#)

Class 4: What we spend and how we spend it

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).

[Public Services Reform \(Scotland\) Act Disclosures](#)

[Annual Reports](#)

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

Information about how we manage our human, physical and information resources.

[Records Management Plan 2022](#)

[Publication Scheme](#)

[Privacy Notice](#)

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.

The Commissioner is obliged to act in accordance with the Scottish Public Finance Manual and the Procurement Reform (Scotland) Act 2014

[Scottish Public Finance Manual - gov.scot \(www.gov.scot\)](#)

[Procurement Reform \(Scotland\) Act 2014 \(legislation.gov.uk\)](#)

Class 7: How we are performing

Information about how we perform as an organisation and how well we deliver our functions and services

[Annual Reports](#)

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 e.g., bookshop, museum or research journal.

The Commissioner does not hold or publish any information in this class

Class 9: Our open data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

[Scottish Road Works Register Open Data](#)

Document Control & Version Information

Summary of changes made to the document				
Date	Action by (initials)	Version Updated	New Version number	Brief Description e.g. updated paras 1-8, updated HOPI to HOCS, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding)
May 2015	JD	1.1	1.2	Updated to Model Publication Scheme 2015
March 2023	DY	1.2	1.3	Full review of Publication scheme in-line with MPS 26/03/21. Updated links to supporting webpages and documents