



LOTHIAN & BORDERS
COMMUNITY JUSTICE AUTHORITY

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**GUIDE TO INFORMATION
AVAILABLE THROUGH OUR PUBLICATION SCHEME**

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.

Lothian & Borders Community Justice Authority 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 www.cjalb.co.uk or by contacting us at:

Lothian & Borders Community Justice Authority
Scottish Borders Council Offices
Rosetta Road
Peebles
EH45 8HG

Email: cjalb@scotborders.gov.uk

Phone: 01721 726314

Fax: 01721 726309

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. 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).

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 sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright

Where Lothian & Borders Community Justice Authority holds the copyright in 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

Where Lothian & Borders Community Justice Authority 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 premises. We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A1	Not available
A2	Not available
A3	10p
A4	5p
A5	5p

Colour photocopying

Size of paper	Pence per sheet of paper
A1	Not available
A2	Not available
A3	Not available
A4	10p
A5	Not available

Information provided on CD-Rom will be charged at £2.00 per computer disc.

Postage costs will be recharged 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.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Lothian & Borders Community Justice Authority
Scottish Borders Council Offices
Rosetta Road
Peebles
EH45 8HG

Email: cjal&b@scotborders.gov.uk

Phone: 01721 726314

Fax: 01721 726309

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.

The classes of information that we publish

We publish information that we hold within the following 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 AUTHORITY	
Class description: Information about the authority, 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
General information about the authority	About Us and Contact Us pages on www.cjalb.co.uk
Organisational structure, roles & responsibilities	Who's Who Page on www.cjalb.co.uk
Contact details for customer care and complaints procedure	Publications Page / Lothian & Borders CJA Governance Documents / Complaints Procedure http://www.cjalb.co.uk/news/65.html
Publication scheme and guide to information	Publications Page / Lothian & Borders CJA Governance Documents / Publication Scheme http://www.cjalb.co.uk/news/65.html
Contact details and advice about how to request info from the authority	Contact Us Page http://www.cjalb.co.uk/contact.html Who's Who page has individual email addresses for all staff members http://www.cjalb.co.uk/who.html
Legislation and Scottish Statutory Instruments	Publications Page / Community Justice Authority Legislation http://www.cjalb.co.uk/news/64.html
Code of Conduct, Standing Orders and Register of Interests – also included on this page are the Staff Code of Conduct, Members Code of Conduct, Members Register of Interests, CJA Roles & Responsibilities, Communication Strategy, Gender Equality Scheme, Scheme of Delegation, Employer Policy Statement and Business Continuity Plan. All other internal CJA Policies can be requested via the CJA office.	Publications Page / Lothian & Borders CJA Governance Documents http://www.cjalb.co.uk/news/65.html
Area Plans	Publications Page / Area Plans http://www.cjalb.co.uk/news/84.html
Annual Reports	Publications Page / Annual Reports http://www.cjalb.co.uk/news/89.html
Accounts	Publications Page / CJA Finance http://www.cjalb.co.uk/news/73.html

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.

The information we publish under this class**How to access it**

The Statutory Instrument 182 stipulates the statutory functions which must be adhered to.

<http://www.cjalb.co.uk/news/64.html>

Any complaint can be raised and the procedure for doing so is detailed in the Complaints Procedure. Contact details for all general enquiries are held on the Contacts page.

<http://www.cjalb.co.uk/docs/ComplaintsProcedures.pdf>

The CJA has a statutory responsibility to produce and publish its three year Area Plan, Annual Report and Action Plan. These can all be accessed and downloaded from the Publications page on the CJA website.

<http://www.cjalb.co.uk/news/all.html>

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED**Class description:**

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

The information we publish under this class**How to access it**

The CJA must hold at least 4 CJA meetings each year. These meetings are open to the public and the dates of all future meetings and the approved Minutes are published on the CJA website.

<http://www.cjalb.co.uk/calendar/62.html>

The CJA meeting papers are distributed to all Elected Members and meeting attendees. Copies are available on request from the CJA Office.

Public Consultations – The CJA will publish details of specific Public Consultations on its website on the Publications/News pages.

<http://www.cjalb.co.uk/news/>

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS 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.

The information we publish under this class**How to access it**

Annual Accounts are published on the CJA Finance page

<http://www.cjalb.co.uk/news/73.html>

Annual Reports include a section on 'How we manage our resources'.

<http://www.cjalb.co.uk/news/89.html>

Board Member remuneration is stipulated in SSI 30 and Members remuneration / expenses are detailed in the Annual Accounts

<http://www.cjalb.co.uk/news/64.html>

The information we publish under this class	How to access it
CJA Administration Grant quarterly reports and end of year reports.	A copy of these reports can be provided on request to the CJA office.
CJA Section 27 Grant Quarterly Reports	These are included in the CJA meeting papers and can also be provided on request to the CJA office.
Financial memorandum / Accountable Officer regulations	A copy of these documents can be provided on request to the CJA office.
Growth Funding Awards – This article will be updated with all growth funded projects at the end of each financial year.	http://www.cjalb.co.uk/news/83.html

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

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

The information we publish under this class	How to access it
The CJA Governance page on the website provides the operational principles of the CJA and its key governance documents. The key interests of our Elected Members are included on this page.	http://www.cjalb.co.uk/news/65.html
The CJA maintains an Asset Register as an Annex within the Business Continuity Plan.	http://www.cjalb.co.uk/docs/BusinessContinuityPlan(forpublication)060711.pdf
The CJA maintains its HR policies and procedures. These have been adopted and adapted in line with the working principles of its host organisation (Scottish Borders Council).	A copy of these policies is available on request from the CJA office.
The CJA is developing its Performance Framework Road test in 2011-12 to bring together a comprehensive performance report from across all partner organisations to demonstrate the overall direction to achieve a reduction in re-offending.	http://www.cjalb.co.uk/news/99.html

CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

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

The information we publish under this class	How to access it
<p>The CJA has service level agreements in place with external providers for:</p> <ul style="list-style-type: none"> • Financial Management • IT Support • Website Management <p>The CJA follows the regulations laid down in the Scottish Public Finance Manual for all procurement.</p> <p>The Memoranda to Accountable Officers published as annexes to the section on Accountability now include a specific responsibility to ensure that procurement activity is conducted in accordance with the Procurement section of the SPFM.</p>	<p>Copies of service level agreements are available on request from the CJA office.</p> <p>Scottish Public Finance Manual - Procurement</p>

CLASS 7: HOW OUR AUTHORITY IS PERFORMING**Class description:**

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

The information we publish under this class**How to access it**

The Annual Report provides a retrospective on the work of the organisation over the preceding year.

<http://www.cjalb.co.uk/news/89.html>

Community Justice Performance Framework

This information is included in the CJA Meeting Papers and copies can be obtained from the CJA office.

CJA Effectiveness Test.

This test is being done as part of the CJA's wider partnership support programme in conjunction with ELBEG (Edinburgh, Lothian and Borders Executive Group) and the five Community Planning Partnerships from across Lothian & Borders.

This is being developed during 2011-12 and information will be available on the Publications page of the website in 2012.

Policy & Research Register. The CJA has developed a comprehensive database of all Reports, Consultations, News releases and general information which relates to Community Justice. This information source has been developed for use by CJA partners and the wider public.

<http://www.cjalb.co.uk/news/94.html>

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.

The CJA has no commercial publications