

CROFTING COMMISSION

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

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 Crofting Commission has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on our [website](#) or by contacting us at the address below.

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
- 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 may remove or redact the information before publication but we will explain why.

Copyright

Where the Crofting Commission 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 the Crofting Commission 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. You can see a list of our statutory fees here www.crofting.scotland.gov.uk/foi www.crofting.scotland.gov.uk/data-protection-act www.crofting.scotland.gov.uk/environmental-information-request

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 table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	£0.15	£0.16

Information provided on CD-Rom will be charged at £0.17 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

We do not pass on any other costs to you in relation to our published information.

Contact us

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

Overall responsibility for this Scheme sits with Catriona Maclean, Chief Executive. The day to day maintenance of the Scheme is the responsibility of Jane Thomas, Head of Corporate and Customer Service, and enquiries about this should be directed to her at:

Great Glen House, Leachkin Road, Inverness, IV3 8NW

T: 01463 663439

F: 01463 725067

E: info@crofting.scotland.gov.uk

www.crofting.scotland.gov.uk

E: jane.thomas@crofting.scotland.gov.uk

We will also be pleased to 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 are welcome to make a request to us for that information.

CLASS 1: ABOUT THE CROFTING COMMISSION	
Class description: Information about the Crofting Commission who we are, where to find us, how to contact us, how we are managed and our external relations.	
General information about the Crofting Commission.	How to access it
Head Office – Crofting Commission Great Glen House Leachkin Road Inverness IV3 8NW	T: 01463 663439 F:01463 725067 E: info@crofting.scotland.gov.uk www.crofting.scotland.gov.uk
OPENING HOURS FOR OUR OFFICE ARE: 8.30 –17:00 Monday to Thursday 8.30 – 16:30 Friday Closed for public holiday	Hard copy on request or via our website www.crofting.scotland.gov.uk/contact-us Public holidays are also highlighted on our website Home page and social media during the days the office is closed.
Board of Commissioners – who are accountable to Scottish Ministers	Hard copy on request or via our website www.crofting.scotland.gov.uk/meet-the-commissioners
Results of Crofting Commission Elections 2017	Hard copies on request or via our website http://www.crofting.scotland.gov.uk/election-results-2017
Organisational Structure – Roles and responsibilities of Senior Officers.	Hard copy on request or via our website www.crofting.scotland.gov.uk/meet-the-team
Contact details for customer service and complaints functions	Jane Thomas, Head of Corporate and Customer Services. Jane.thomas@crofting.scotland.gov.uk T:01463 663479
Publication Scheme and guide to information	Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/Openness/Publication-Scheme-revised-160329.pdf
Contact details and advice about how to request information from the Commission	Hard copy on request or via our website www.crofting.scotland.gov.uk/openness-and-customer-care www.crofting.scotland.gov.uk/foi www.crofting.scotland.gov.uk/data-protection-act www.crofting.scotland.gov.uk/environmental-information-request

Legal framework for the Crofting Commission – constitution and general functions	www.crofting.scotland.gov.uk/the-act-and-policy Hard copies available from Her Majesty's Stationary Office (HMSO) www.legislation.gov.uk/all?title=Crofting%20Scotland%20Act
How the Crofting Commission is run	
Commissioners and decision making structure.	Hard copy on request or via our website www.crofting.scotland.gov.uk/meet-the-commissioners www.crofting.scotland.gov.uk/userfiles/file/regulatory_forms_and_guidance/Instrument-of-Delegation-3-February-2016.pdf www.crofting.scotland.gov.uk/board-meetings
Code of conduct for devolved public bodies and Register of Interests	Hard copy on request or via our website www.crofting.scotland.gov.uk/meet-the-commissioners www.crofting.scotland.gov.uk/userfiles/file/board_meetings/Crofting-Commision-Code-of-Conduct-140514.pdf http://www.crofting.scotland.gov.uk/userfiles/file/Board_meetings/Standing-Orders-160824.pdf www.crofting.scotland.gov.uk/the-act-and-policy www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf
Senior Management Team – roles and responsibilities	Hard copy on request or via our website www.crofting.scotland.gov.uk/meet-the-team
Mission statement	Hard copy on request or via our website www.crofting.scotland.gov.uk/about-us
Corporate Plan	Hard copy on request. This document will be available shortly via our website.
External Relations	
Accountability - The Crofting Commission is accountable to Scottish Government	www.crofting.scotland.gov.uk/about-us www.crofting.scotland.gov.uk/the-act-and-policy
Internal and external audit	Our external auditors are Audit Scotland. Our internal auditors are Scott-Moncreiff.
Anti Fraud Policy	www.crofting.scotland.gov.uk/about-us

CLASS 2: HOW THE CROFTING COMMISSION DELIVERS 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
Legislation	<p>www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofters-Scotland-Act.pdf</p> <p>Hard copies available from Her Majesty's Stationary Office (HMSO) www.legislation.gov.uk/all?title=Crofting%20Scotland%20Act</p> <p>Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf</p>
Law, Policy and Rules of Procedure on key regulatory functions	<p>Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf</p>
Leaflets and Factsheets on key regulatory functions	<p>Hard copies on request or via our website www.crofting.scotland.gov.uk/forms-and-guidance www.crofting.scotland.gov.uk/election-of-grazings-committees</p> <p>Factsheets and Leaflets for each regulatory function can be found under the relevant heading within these links.</p>
Scheme of Delegation	<p>Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/regulatory_forms_and_guidance/Instrument-of-Delegation-3-February-2016.pdf</p>
Code of Conduct	<p>Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/board_meetings/Crofting-Commision-Code-of-Conduct-140514.pdf</p>
Corporate Plan	Hard copy on request. This document will be available shortly via our website.
Policy Plan	<p>Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf</p>

Annual Report	Hard copy on request or via our website www.crofting.scotland.gov.uk/annual-report-and-accounts
Records Management Policy	Hard copy on request
How to request information	Hard copy on request or via our website www.crofting.scotland.gov.uk/openness-and-customer-care www.crofting.scotland.gov.uk/foi www.crofting.scotland.gov.uk/data-protection-act www.crofting.scotland.gov.uk/environmental-information-request
Freedom of Information – requests made to the Commission and responses issued.	www.crofting.scotland.gov.uk/foi Statistics on the number of Freedom of Information (FOI) requests and the outcome of these are uploaded to the FOI Commissioners website on quarterly basis https://stats.itspublicknowledge.info/
Complaints – how to make a complaint and statistics on the number of complaints dealt with. Terms of Reference for our Complaints Committee.	Hard copy on request or via our website www.crofting.scotland.gov.uk/complaints
Register of Crofts	www.crofting.scotland.gov.uk/register-of-crofts-roc
Assessors –are appointed by the Crofting Commission. They have a knowledge of crofting and assist the Commission on matters related to crofting in that area. An Assessor is also a point of contact for crofters in their area to provide advice and guidance on crofting matters.	Hard copy on request or via our website www.crofting.scotland.gov.uk/assessors
Press Releases	Hard copy on request or via our website www.crofting.scotland.gov.uk/news

CLASS 3: HOW THE CROFTING COMMISSION 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
Legislation	www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofters-Scotland-Act.pdf Hard copies available from Her Majesty's Stationary Office (HMSO) www.legislation.gov.uk/all?title=Crofting%20Scotland%20Act
Law, Policy and Rules of Procedure on key regulatory functions	Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf
Scheme of Delegation	Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/regulatory_forms_and_guidance/Instrument-of-Delegation-3-February-2016.pdf
Policy Plan	Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf
Corporate Plan	Hard copy on request. This document will be available shortly via our website.
Applications submitted for consideration.	Hard copy on request or via our website www.crofting.scotland.gov.uk/received-and-decisions
Applications approved or refused , and the grounds for the decision	Hard copy on request or via our website www.crofting.scotland.gov.uk/received-and-decisions
Board Meetings held in public and minutes of the Board meetings	Hard copy on request or via our website www.crofting.scotland.gov.uk/board-meetings
Consultation Documents – Crofting Commission consultations and written responses made by the Crofting Commission	Hard copy on request or via our website www.crofting.scotland.gov.uk/consultations-and-publications

CLASS 4: WHAT THE CROFTING COMMISSION SPENDS AND HOW IT SPENDS IT	
<p>Class description:</p> <p>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.</p>	
The information we publish under this class	How to access it
Annual Accounts – incorporated into the Crofting Commission Annual Report	Hard copy on request or via our website www.crofting.scotland.gov.uk/annual-report-and-accounts
Finance Guidance – Scottish Public Finance Manual	Available via the Scottish Government– no paper copies, extracts from the manual are provided in paper format on request from Scottish Government.
Expenditure on Public Relations; Overseas Travel; Hospitality & Entertainment and External Consultancy.	Hard copy on request or via our website www.crofting.scotland.gov.uk/financial-management www.crofting.scotland.gov.uk/userfiles/file/openness/financial_management/Payments-over-25000.pdf
Framework Document within which the Crofting Commission will operate and defines key roles and responsibilities which underpin the relationship between the Crofting Commission and the SG.	Hard copy on request or via our website http://www.crofting.scotland.gov.uk/userfiles/file/openness/financial_management/Framework-Document-April-2016-March-2018.pdf
Commissioners remuneration	Hard copy on request or via our website www.crofting.scotland.gov.uk/meet-the-commissioners

CLASS 5: HOW THE CROFTING COMMISSION MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES	
<p>Class description:</p> <p>Information about how we manage the human, physical and information resources - the Crofting Commission</p>	
The information we publish under this class	How to access it
Scottish Government HR Strategy ; Diversity in the Scottish Government,	Accessible via the Scottish Government Publications Scheme HR Department

Dignity at Work Policy and Managing Attendance Guide	www.gov.scot/About/Information/FOI/19260/18472
Health & Safety Policy	The Crofting Commission Offices are located within Great Glen House, Inverness and are subject to the Health and Safety Policy which SNH operate for that location on behalf of all occupants. Hard copy available on request.
Register of Crofts	www.crofting.scotland.gov.uk/register-of-crofts-roc
Remote and Lone Working	Hard copy available on request.
Anti-Fraud Policy/Commission Training Plan	Hard copy available on request, on our website http://www.crofting.scotland.gov.uk/about-us

CLASS 6: HOW THE CROFTING COMMISSION 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
Procurement policy manual – policy guidelines which apply to core Government Departments are adopted	Accessible via the Scottish Government Publication Scheme www.gov.scot/Topics/Government/Procurement/freedom-of-information/publication-scheme
Framework Document within which the Crofting Commission will operate and defines key roles and responsibilities which underpin the relationship between the Crofting Commission and the SG.	Hard copy on request or via our website http://www.crofting.scotland.gov.uk/userfiles/file/openness/financial_management/Framework-Document-April-2016-March-2018.pdf www.crofting.scotland.gov.uk/financial-management

CLASS 7: HOW THE CROFTING COMMISSION IS PERFORMING	
Class description: Information about how the Crofting Commission performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
Annual Report	Hard copy on request or via our website

	www.crofting.scotland.gov.uk/annual-report-and-accounts
Law, Policy and Rules of Procedure on key regulatory functions	Hard copy on request or via our website www.crofting.scotland.gov.uk/the-act-and-policy www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf
Scheme of Delegation	Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/regulatory_forms_and_guidance/Instrument-of-Delegation-3-February-2016.pdf
Policy Plan	Hard copy on request or via our website www.crofting.scotland.gov.uk/userfiles/file/Act_and_Policy/Crofting-Commission-Policy-Plan.pdf
Corporate Plan	Hard copy on request. This document will be available shortly via our website.
Applications submitted for consideration.	Hard copy on request or via our website www.crofting.scotland.gov.uk/received-and-decisions
Applications approved or refused and the grounds for the decision.	Hard copy on request or via our website www.crofting.scotland.gov.uk/received-and-decisions
Board Meetings held in public and minutes of the Board meetings	Hard copy on request or via our website www.crofting.scotland.gov.uk/board-meetings
Consultation Documents Crofting Commission consultations and written responses made by the Crofting Commission.	Hard copy on request or via our website www.crofting.scotland.gov.uk/consultations-and-publications

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 information we publish under this class	How to access it
The Crofting Commission does not hold or publish any information under this class	