

Highlands and Islands Transport Partnership (HITRANS)

Freedom of Information Publication Scheme

(APPROVED BY SCOTTISH INFORMATION COMMISSIONER, 4 APRIL 2006)

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1. Introduction

The Freedom of Information (Scotland) Act 2002 (“the Act”) gives a general right of access to information held by or on behalf of public authorities, promoting a culture of openness and accountability across the public sector. Any person who makes a request to HITRANS for information is entitled to receive that information, subject to exemptions. In this spirit of openness, section 23 of the Act requires public authorities to adopt and maintain a **publication scheme**. The purpose of this scheme is to make information available so that it can be accessed without having to make an individual request.

The HITRANS publication scheme is intended to be as inclusive as possible, improving public access to information and increasing public involvement. The information in this scheme will detail:

- ? The classes of information it publishes or intends to publish;
- ? How information is published; and
- ? Whether the information is available free of charge or on payment of a fee.

It is intended that where possible the information will be available via the HITRANS website, but requests can also be made for printed information to be sent by post, or electronic files to be sent by email.

2. About HITRANS: the Highlands and Islands Transport Partnership

HITRANS is one of seven new Statutory Regional Transport Partnerships (RTP) created by the [Transport \(Scotland\) Act 2005](#). The Partnerships will work with local councils and the Scottish Executive developing Scotland's transport infrastructure, promoting economic growth, social inclusion and sustainable development, via a safe, integrated, and efficient network of roads, rail, sea and air.

HITRANS will operate at a strategic level and will not have day to day responsibility for transport services or infrastructure. Its core task will be the development of a statutory Regional Transport Strategy, which requires to be completed by March 2007 for approval by Scottish Ministers. HITRANS has been granted capital funding by the Scottish Executive for allocation to a regional programme of transport improvements, and is responsible for monitoring delivery of these projects. HITRANS' current functions do not include directly providing any services for members of the public, or making any charges to members of the public.

HITRANS is a partnership of five local councils: Argyll & Bute Council (except Helensburgh and Lomond), Comhairle nan Eilean Siar, Highland Council, Moray Council and Orkney Islands Council. Its governing body comprises 5 Councillor Members appointed by the partner councils and up to 3 Other Members appointed initially by the Minister for Transport. The Partnership meets in public and the dates and venues of meetings are published at the constituent councils' premises and on HITRANS' website.

The day-to-day work of HITRANS is taken forward by the Partnership Co-ordinator, supported by a group of permanent advisers from the constituent councils.

3. Formulating this Scheme

The Regional Transport Partnerships are included in the list of public authorities covered by the Act. HITRANS is therefore subject to Section 23 of the Act, which requires it to prepare, adopt and maintain a scheme which sets out information that it makes available to the public, and in what format the information can be obtained. This scheme, known as a Publication Scheme, has to be approved by the Scottish Information Commissioner.

When formulating its scheme HITRANS considered the public interest in providing information about:

In these cases, we will inform you that we have withheld the information and indicate the reasons for the restriction. Even when an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out.

If you wish to complain about information which is being withheld from you, please read the "complaints" section below.

6. Copyright Statement

The copyright for the majority of information in this Publication Scheme is held by HITRANS. Formal permission for copying and reproducing this information does not need to be sought from HITRANS provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

The Publication Scheme contains material where the copyright holder is not HITRANS. We have endeavoured to ensure that the copyright holder is obvious from the documents. Where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where HITRANS does not own the copyright on documents.

Much of the legislation within the Publication Scheme comes under the Crown copyright. Information about Crown copyright material is available on website of the Queen's Printer for Scotland (<http://www.ogps.gov.uk/>). If you do not have access to the internet then we will provide you with a copy of this.

7. Access to information

The publication scheme lists information that is or will be routinely published by HITRANS. The information can usually be accessed in the following ways:

Online Publications included in all classes of information listed in this scheme will be available on the website at www.hitrans.org.uk. Publicly available computer terminals are provided by all four constituent councils of HITRANS.

By Email You may request information to be sent to you by email at info@hitrans.org.uk. Where information is held electronically but is not on the website, we will send it to you where practicable. Alternatively, we may post you out information on a CD-Rom.

By Post You can request copies of documents to be sent to you by post. Please address your request to:

FoI Officer, HITRANS, Building 25, Inverness Airport, IV2 7JB
E-mail: Website: www.hitrans.org.uk

You may use the form at Appendix A to request information. Alternatively, when writing to the address above, please include: your name and address, contact telephone number and details of information you would like to receive.

Please note that there may be a charge for this - see the details on charging below.

By Telephone Information can be requested over the telephone on Telephone: 01667 460464 or by fax on []. Please provide full contact details, including telephone number, so that we can telephone to clarify any details, if necessary.

Other Formats If you require the information in any other format (large text, Braille, or in another language) or if you have difficulty determining the information you want to see, please contact the FoI Officer detailed above who will be happy to help.

8. Charging Policy

Information in this scheme is available free of charge when viewed on the HITRANS website or sent via e-mail. For those without access to the website a single printout of the website (or a hard copy of the document) can be requested. These will be provided free of charge except where indicated.

Requests for multiple printouts of material on the website or for multiple hard copies may incur a fee to cover the cost of printing, photocopying, postage.

Where possible, any charges that are likely to be made for information will be detailed at Section 10 under the individual classes of information. Where the publication indicates that a charge may be applied, this will be reasonable and will reflect the cost of printing and/or posting large documents. The charge for photocopying or printing documents (black and white) is 10p per A4 sheet.

9. Contacts, feedback & complaints

This Publication Scheme is new and we would welcome any comments / suggestions (or complaints) you may have with regard to this Scheme. As part of our statutory duty we are required to review our publication scheme periodically. HITRANS welcomes feedback on how we can develop our scheme further. Any questions, comments or complaints about this scheme should be made in writing to:

FoI Officer, HITRANS, Building 25, Inverness Airport, IV2 7JB

Telephone: 01667 460464 Fax: []

E-mail: info@hitrans.org.uk Website: www.hitrans.org.uk

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. Since 1st January 2005, when the general right of access came into force, there is a formal appeal mechanism when information is withheld. Further details on this are available on the Commissioner's website at www.itspublicknowledge.info.

The contact details for the Commissioner are: Kevin Dunion, Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS

Telephone: 01334 464610 Fax: 01334 464611
e-mail: enquiries@itspublicknowledge.info

10. Classes of information

Listed below are the classes of information that HITRANS publishes or intends to publish. This publication scheme does not contain all the information held by HITRANS. If the information you require does not appear under any of the following categories or is not available elsewhere on the website then please use the contact details above to make your request.

It is anticipated that the information available below will expand rapidly once HITRANS becomes more established. This will be reflected in the classes of information below.

1	Policy and Strategy				
a)	Regional Transport Strategy. Documents relating to the formulation, approval and delivery of the Regional Transport Strategy which is the core function of HITRANS				
	Examples and available format:	Paper	Web	Email	Cost
	Background statistics papers	✍		✍	Free
	Consultation documents [once published]	✍	✍	✍	Free
b)	Consultation responses. Documents submitted by HITRANS in response to consultations by other bodies and submitted to HITRANS in response to its own consultations				
	Examples and available format:	Paper	Web	Email	Cost
	Responses to Scottish Executive consultations	✍	✍	✍	Free
	Responses to consultations by other bodies	✍	✍	✍	Free

c)	Completed research reports commissioned by HITRANS. Documents commissioned from external consultants or agencies relating to transport issues or policies relevant to HITRANS' functions.				
	Examples and available format:	Paper	Web	Email	Cost
	Executive summaries of final research or project appraisal studies	✍		✍	Free
	Full reports and appendices of final research or project appraisal studies. (Some information may not be available electronically)	✍		✍ some	Charges may apply for paper copies
d)	Business and operational plans. Documents published by HITRANS setting out its strategic and operational priorities and plans				
	Corporate/Business Plan [once published]	✍	✍	✍	Free
	HITRANS Delivery Plans	✍	✍	✍	Free
	HITRANS Travel Awareness Programme	✍	✍	✍	Free
2	Constitutional and Corporate Information.				
(a)	Constitutional information. Policy and constitutional documents relating to the governance of HITRANS and information about membership and meetings.				
	Examples and available format:	Paper	Web	Email	Cost
	The Constitution of HITRANS	✍		✍	Free
	The Standing Orders of HITRANS	✍		✍	Free
	Financial regulations for HITRANS	✍		✍	Free
	A list of HITRANS members and observers / advisers	✍	✍	✍	Free
	Diary of HITRANS meetings	✍	✍	✍	Free
(b)	Agendas and Minutes of the Partnership Board and Committees. Papers showing details of the business considered by HITRANS members at regular meetings of the main Board and its Committees				
	Examples and available format:	Paper	Web	Email	Cost
	Agendas for meetings of HITRANS Board	✍	✍	✍	Free
	Minutes of meetings of HITRANS Board	✍	✍	✍	Free
	Agendas of meetings of HITRANS Committees and Sub-Committees	✍	✍	✍	Free

	Notes of meetings of HITRANS Committees and Sub-Committees	✍	✍	✍	Free
(c)	Promotional and publicity information about the Partnership. Documents which HITRANS regularly publishes to keep people informed about its decision making and organisational performance				
	Examples and available format:	Paper	Web	Email	Cost
	News releases	✍	✍	✍	Free
	Newsletters	✍	✍	✍	Free
	HITRANS Annual Reports	✍	✍	✍	Free
3	Financial Information				
(a)	Grants and Funding Information. Documents containing information about how HITRANS uses the funding which it receives from the Scottish Executive and other sources in fulfilling its functions				
	Examples and available format:	Paper	Web	Email	Cost
	Capital programme	✍	✍	✍	Free
	Guidance for allocation of grants and funding	✍	✍	✍	Free
	Application form	✍	✍	✍	Free
	Grant and funding monitoring reports	✍		✍	Free
	List of grant awards	✍		✍	Free
(b)	Partnership Budget and accounts. Documents showing how HITRANS manages and accounts for its income and expenditure				
	Examples and available format:	Paper	Web	Email	Cost
	Annual revenue budget	✍		✍	Free
	Financial accounting information	✍		✍	Free
	Audit reports	✍		✍	Free
4	Further Information. Documents that HITRANS intends to publish once they have been completed				
		Paper	Web	Email	Cost
(a)	Records Management Manual	✍	✍	✍	Free

11. Useful Resources

HITRANS Website	www.hitrans.org.uk
The Scottish Information Commissioner	www.itspublicknowledge.info
Tayside & Central Scotland Transport Partnership	
West Scotland Transport Partnership (Strathclyde Partnership for Transport)	www.westrans.org.uk
North East Scotland Transport Partnership	www.nestrans.org.uk
South East of Scotland Transport Partnership	www.sestran.org.uk
The Scottish Executive	www.scotland.gov.uk
The Queen's printer for Scotland (Crown Copyright)	www.oqps.gov.uk

HITRANS Publication Scheme Feedback Form

Please use this form to contact HITRANS if you have any observations, comments or suggestions (and complaints) regarding our Publication Scheme.

You may also use this form to request any publication detailed in this Publication Scheme that you require in hard copy.

Name:	
Address:	
Tel:	Email:
Comment / Request:	
Preferred method of response (e.g. email, post):	

Please return this form to:

**The Freedom of Information Officer
HITRANS, Building 25, Inverness Airport, IV2 7JB**

Fax: 01667 460464

E-mail: info@hitrans.org.uk