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# Introduction

The Scottish Human Rights Commission is an independent public body set up to protect and promote human rights for everyone in Scotland. Our powers and duties are set out in law and we are accountable to the Scottish Parliament.

Our policies reflect human rights values and principles wherever possible.

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 Scottish Human Rights Commission (SHRC) has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. You can see this scheme on our website at <http://www.scottishhumanrights.com/freedom-of-information/> 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 any charges that 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 via the publication 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. For example, it will usually be possible to view the information at our premises. We can usually arrange to send information in paper copy (although there may be a charge for this).

# Exempt information

We will publish 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, we will remove or redact (black out) the information before publication, and explain why.

# Copyright

The Commission has adopted the [Open Government Licence](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/). This means that where the 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.

# Requesting information

Under Scotland’s freedom of information laws, you have the right to request any information that we hold, even if is not published as part of our publication scheme. You should make your request in writing or other recorded format e.g. by email, letter or social media.

You must provide us with:

* Your name (your first name or initial and your surname/family name),
* Contact details so that we can respond (email address, address or social media account).
* A description of the information you would like us to provide.

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 acknowledge your request in writing.

# Charges

This section explains when we may make a charge for providing information 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 information available through this publication scheme 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.

We will charge for A4 printing and photocopying at 5p per side for black and white and 10p per side for colour.

We will recharge any postage costs at the rate we paid to send the information to you. We will usually send information by second-class post.

We will not charge you for copies of pre-printed publications. We will not pass on any other costs to you in relation to our published information.

We may charge for unpublished information we provide in response to a Freedom of Information request from you. We will only charge you what it costs us to locate and provide information. This can include the cost of staff time in searching for, collating and redacting information, up to a maximum of £15 per hour per member of staff, or other costs such as printing or photocopying, and postage. If the cost is less than £100, no charges will be made. If the cost is more than £100, we may charge you up to 10% of the cost over £100, up to a maximum of £50. If the cost of responding to your request would be more than £600, we may ask you to pay the full cost above £600, or we may not comply with your request for information. We will consider your personal circumstances when deciding whether to charge you for information.

Further information about charging for Freedom of Information requests can be found on the [Scottish Information Commissioner’s website](http://www.itspublicknowledge.info/YourRights/WhatMightItCost.aspx).

# Contact us

You can contact us for advice or help with any aspect of this publication scheme.

Our contact details are:

Scottish Human Rights Commission
Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS

Telephone: 0131 297 5750
Email: hello@scottishhumanrights.com
Twitter: @ScotHumanRights
Facebook: facebook.com/scothumanrights

We can also advise you about 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.

# Classes of Information

We publish information that we hold under the following classes:

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| Class 1 | About the Scottish Human Rights Commission  |
| 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 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 |

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 usually be available. If you would like to see previous versions, you may make a request to us for that information.

| Class 1: About the Scottish Human Rights Commission |
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| **Class description:** Information about the Commission, 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** |
| **Information about the Commission and who we are**  |
| The law that establishes the Commission  | <http://www.legislation.gov.uk/asp/2006/16/pdfs/asp_20060016_en.pdf> |
| General information  | <http://www.scottishhumanrights.com/about/>  |
| Our governance  | <http://www.scottishhumanrights.com/about/governance/> |
| Our Commissioners and staff  | <http://www.scottishhumanrights.com/about/people/> |
| **Where to find us and how to contact us**  |
| Our contact details  | <http://www.scottishhumanrights.com/contact-us/>  |
| Accessibility  | <http://www.scottishhumanrights.com/accessibility/>  |
| How to complain  | <http://www.scottishhumanrights.com/freedom-of-information/>  |
| Privacy policy and privacy notice | <http://www.scottishhumanrights.com/your-privacy/>  |
| **How we are managed**  |
| Our Commissioners’ Handbook | <http://www.scottishhumanrights.com/media/1982/10commissioners-handbook.doc>  |
| Our scheme of delegation  | <http://www.scottishhumanrights.com/about/governance/> |
| Register of interests for Chair and Commissioners  | <http://www.scottishhumanrights.com/about/people/> |
| Governance statement in Annual Accounts | <http://www.scottishhumanrights.com/media/1975/2018-19-signed-accounts.pdf>  |
| Our corporate policies  | See information provided under Class 5 |
| **How we keep others informed**  |
| News releases  | <http://www.scottishhumanrights.com/news/> |
| Policy submissions, reports and publications  | <http://www.scottishhumanrights.com/policy-publications/> |
| The Commission on Facebook | <http://www.facebook.com/scothumanrights>  |
| The Commission on Twitter | <http://www.twitter.com/scothumanrights>  |

| Class 2: How we deliver our functions and services  |
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| **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** |
| **Our work plans and reports**  |
| Strategic Plan  | <http://www.scottishhumanrights.com/media/1165/3rdstrategicplan2016-2020pdf.pdf> |
| Annual Report  | <http://www.scottishhumanrights.com/media/1924/shrc_annual_report_2019_final_webaccessible.pdf>  |
| Audited Annual Accounts  | <http://www.scottishhumanrights.com/media/1975/2018-19-signed-accounts.pdf>  |
| British Sign Language Plan  | <http://www.scottishhumanrights.com/media/1805/bsl-action-plan-vfinal-oct2018.docx>  |
| **Promoting awareness and understanding of human rights**  |
| Information and advice about human rights for individuals  | <http://www.scottishhumanrights.com/information-advice/>  |
| Films, videos and animations  | <https://www.youtube.com/user/ScottishHumanRights>  |
| Case studies of human rights in practice  | <http://www.scottishhumanrights.com/rights-in-practice/case-studies/>  |
| **Protecting human rights in law, policy and practice**  |
| Consultation responses  | <http://www.scottishhumanrights.com/policy-publications/>  |
| Policy briefings  | <http://www.scottishhumanrights.com/policy-publications/>  |
| Research projects and reports  | <http://www.scottishhumanrights.com/policy-publications/>  |
| Human rights based approach guidance  | <http://www.scottishhumanrights.com/rights-in-practice/human-rights-based-approach/>  |
| Prisons inspection and monitoring  | <http://www.scottishhumanrights.com/justice/prisons-and-detention/>  |
| Action Plan on historic child abuse  | <http://www.scottishhumanrights.com/justice/historic-child-abuse/>  |
| Interventions in civil litigation | Please contact us for more information  |
| Human Rights Budget Work  | <http://www.scottishhumanrights.com/economic-social-cultural-rights/human-rights-budget-work/>  |
| Care About Rights training and resources  | <http://careaboutrights.scottishhumanrights.com/>  |
| Equality and Human Rights Impact Assessment | <http://eqhria.scottishhumanrights.com/>  |
| Scotland’s National Action Plan for Human Rights  | <http://www.scottishhumanrights.com/scotlands-national-action-plan/>  |

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| 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 |
| **The information we publish under this class** | **How to access it** |
| Minutes of Commission meetings  | <http://www.scottishhumanrights.com/policy-publications/?fileType=Meeting+notes> |
| Minutes of Advisory Audit Board | <http://www.scottishhumanrights.com/policy-publications/?fileType=Meeting+notes> |
| Scheme of delegation  | <http://www.scottishhumanrights.com/about/governance/> |
| Consultation with people and organisations about our work  | Please contact us for information about this.  |
| Involving people with lived experience of human rights issues in our work | Please contact us for information about this |

| Class 4: What we spend and how we spend it |
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| **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  | <http://www.scottishhumanrights.com/media/1821/shrc-accounts-201718.pdf> |
| Minutes of Advisory Audit Board  | <http://www.scottishhumanrights.com/policy-publications/?page=3&fileType=Meeting+notes>  |
| Minutes of Finance, Risk and Audit Committee | <http://www.scottishhumanrights.com/policy-publications/?page=3&fileType=Meeting+notes>  |
| Expenses - Chair, Commissioners and senior staff  | <http://www.scottishhumanrights.com/media/1981/09expenses-2018-19.doc>  |
| Expenses Policy  | <http://www.scottishhumanrights.com/media/1427/expensespolicy.docx>  |
| Financial Memorandum  | This is currently under review by the Scottish Parliament Corporate Body |
| Financial Procedures e.g. delegated authority levels  | <http://www.scottishhumanrights.com/media/1992/02scheme-of-delegation-revised-dec2019.docx>  |
| Procurement Policy  | This is currently under review |

| Class 5: How we manage our resources |
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| **Class description:**Information about how we manage our human, physical and information resources  |
| **The information we publish under this class** | **How to access it** |
| **Managing human resources**  |
| Employee Handbook  | This is currently under review  |
| Commissioner Handbook  | <http://www.scottishhumanrights.com/media/1982/10commissioners-handbook.doc>  |
| Recruitment Policy  | <http://www.scottishhumanrights.com/media/1983/11recruitment-policy.doc>  |
| **Managing physical resources**  |
| Environmental Policy  | This is currently under review |
| Sustainability Report | <http://www.scottishhumanrights.com/media/1925/sustainability-report-2018-19.pdf>  |
| **Managing information**  |
| Records Management Plan and Retention Schedules  | This is currently under review |
| Freedom of Information Policy | This is currently under review |
| Data Protection and Privacy  |  <http://www.scottishhumanrights.com/your-privacy/>  |
| Model Publication Scheme  | <http://www.scottishhumanrights.com/freedom-of-information/>  |
| **General policies**  |
| Fraud Prevention Policy | This is included in our Finance Manual at <http://www.scottishhumanrights.com/media/1985/13finance-policy-manual-2016-17.doc>  |
| Finance Manual  | <http://www.scottishhumanrights.com/media/1985/13finance-policy-manual-2016-17.doc>  |
| Equality Policy  | <http://www.scottishhumanrights.com/policy-publications/?fileType=Corporate+documents>  |
| Health and Safety Policy  | <http://www.scottishhumanrights.com/policy-publications/?fileType=Corporate+documents>  |
| Risk Management Strategy  | <http://www.scottishhumanrights.com/policy-publications/?fileType=Corporate+documents>  |
| Social Media Guidelines  | <http://www.scottishhumanrights.com/policy-publications/?fileType=Corporate+documents>  |

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| 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 |
| **The information we publish under this class** | **How to access it** |
| Invitations to Tender  | <http://www.scottishhumanrights.com/about/opportunities/>  |
| Procurement Policy  | <http://www.scottishhumanrights.com/media/1985/13finance-policy-manual-2016-17.doc> |

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| Class 7: How we are performing |
| **Class description:**Information about how the 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  | <http://www.scottishhumanrights.com/media/1924/shrc_annual_report_2019_final_webaccessible.pdf>  |
| Audited Annual Accounts  | <http://www.scottishhumanrights.com/media/1821/shrc-accounts-201718.pdf> |

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| 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 and how to access it** |
| We do not hold or publish any information under this class.  |

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| Class 9: Our open data  |
| **Class description:**Open data made available by the authority as described by the Scottish Government’s Open Data Resource Pack and available under and open licence. |
| **The information we publish under this class and how to access it** |
| The Commission has adopted the [Open Government Licence](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/). This means that where the 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.
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