

Nestrans

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.

Nestrans has adopted the **Model Publication Scheme 2017** produced by the Scottish Information Commissioner.

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

Nestrans' aim is to be as open as possible. However, the Act permits a limited number of exemptions from the requirement to disclose information.

There may be some circumstances where it is necessary to withhold information from any of the classes of information set out in this scheme where we consider that disclosure, for example, may prejudice law enforcement or legal proceedings, may be exempt or where the disclosure is otherwise prohibited by law.

We may also withhold information that may prejudice the commercial interests or confidentiality of any person or organisation, including Nestrans, and information which is personal information under the Data Protection Act 1998.

In these cases we will withhold the information and indicate why the information is being withheld.

Copyright

Information obtained from this publication scheme generally can be copied or reproduced without formal permission from Nestrans, provided it is copied and reproduced accurately and is not used in a misleading, defamatory or prejudicial context and provided you identify the source of the material and Nestrans' copyright status is acknowledged.

Please note that any of the material published in terms of this publication scheme remains the copyright © of Nestrans unless otherwise stated. Commercial exploitation or reproduction of this material is prohibited. Any requests concerning the publication of material on a commercial basis should be made in writing.

Some of the material available by virtue of the publication scheme may be subject to third party copyright. You should seek the consent of the copyright owner if you wish to reproduce any of this information.

Some works produced by the government qualify for Crown copyright protection which means that some of these materials can be reproduced without a licence. More details of these categories can be found at:

<http://www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/index.htm>

Any Ordnance Survey mapping included within any material reproduced as part of the publication scheme is provided to Nestrans under a licence from Ordnance Survey and which is being provided as part of the Publication Scheme in order to fulfil its public function. If using material with Ordnance Survey material within the documents you should contact Ordnance Survey to obtain advice on such use. Ordnance Survey's website is:

<http://www.ordnancesurvey.co.uk>

Nestrans will not provide Ordnance Survey mapping in any format that would mean that this would infringe its licence and will not provide Ordnance Survey mapping in digital format.

Accessing Information not included in the Publication Scheme

As indicated, this scheme lists the information that is or will be routinely made available. However, members of the public have further rights that enable them to access information from Nestrans.

Since 1 January, 2005, members of the public have had the right to access information from Scottish Public Authorities (Section 1 of the Act). On 3 April, 2006, Nestrans was designated as a Scottish Public Authority. Therefore, members of the public have the right to access information held by Nestrans or held on behalf of Nestrans subject to certain exceptions and conditions.

The process for obtaining information under section 1 of the Act (Freedom of Information request) is different than obtaining information under the publication scheme.

Before submitting a Freedom of Information request you should check our website as Nestrans places a large amount of information on the website.

However, if you wish to submit a Freedom of Information request, the request must be in writing or in some other permanent recordable form such as an e-mail. The request should:

- Describe the information requested;
- State an address for correspondence;
- Preferably provide a contact number (in case we need to contact you to clarify the information requested);
- State the format in which you would wish to receive the information.

Nestrans wishes to assist applicants and therefore we may contact you to clarify the exact nature of the information requested or to discuss the format of the information with you.

Our staff who are responsible for this scheme would be happy to assist you if you wish to contact them with any requests.

Re-Use of Public Sector Information

Nestrans is a public sector body for the purposes of the Re-use of Public Sector Information Regulations 2015. Nestrans was established under Section 1 of the Transport (Scotland) Act 2005 with the remit to prepare a Regional Transport Strategy.

Information which Nestrans produces in the delivery of this task is generally available for re-use under the Regulations, subject to the terms of the [Open Government Licence](#). The following information is however excluded from this:

- Information that falls outwith the scope of the public task of the public sector body, as set out above;
- Information in which the relevant copyright is owned or controlled by a different person or organisation that is not in scope (third party copyright);
- Parts of documents containing only logos, crests or insignia;
- Information that contains personal data that must be protected;
- Information exempt from release under access legislation, including where a person or company has to show a particular interest to access it.

Further information and guidance on the Re-use of Public Sector Information can be found at <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/>

Further information on the Open Government Licence can be found at <http://nationalarchives.gov.uk/information-management/re-using-public-sector-information/uk-government-licensing-framework/>

The full terms of the Open Government Licence can be viewed at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

Charges

This section explains when we may make a charge for our publications and information 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, 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
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	20p

Information provided on CD-Rom will be charged at 50p per computer disc.

Information provided on a memory stick will be recharged at the cost of the memory stick.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run.

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:

The Freedom of Information Officer

Nestrans, Archibald Simpson House, 27-29 King Street, Aberdeen, AB24 5AA

E-mail: nestransinfo@nestrans.org.uk

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.

Classes of information

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 PARTNERSHIP

Class description:

Information about the Partnership, 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	
Partnership name	Nestrans
Address and contact details Contact details - customer care and complaint functions	Archibald Simpson House 27-29 King Street Aberdeen AB24 5AA Tel: 01224 625524 Email: info@nestrans.org.uk
Organisational structure, roles and responsibilities of senior officers	http://www.nestrans.org.uk/organisation.html
Business opening hours:	9:00am – 5:00pm
Publication Scheme and guide to information including contact details, advice on how to request information and charging schedule	http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx http://www.nestrans.org.uk/freedom-of-information.html
Constitution	
Legal framework	http://www.nestrans.org.uk/about-nestrans-1.html
How the Partnership is run	
Names of chief officers and Partnership Members,	http://www.nestrans.org.uk/organisation.html http://www.nestrans.org.uk/annual-reports-and-business-plans.html

Partnership Committees and decision making structures, corporate governance, etc	
Governance policies, including standing orders etc	http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Corporate Planning	
Mission statement	http://www.nestrans.org.uk/annual-reports-and-business-plans.html
Corporate strategies	http://www.nestrans.org.uk/annual-reports-and-business-plans.html
Corporate policies, e.g. equality, environmental, etc	http://www.nestrans.org.uk/documents.html
Strategic planning process	Regional Transport Strategy published in 2008 http://www.nestrans.org.uk/our-strategy.html 2013 RTS Re-refresh http://www.nestrans.org.uk/regional-transport-strategy-refresh.html
External relations	
Internal and external audit arrangements	The accounts are audited externally on an annual basis and the auditor's report provided to the Nestrans Board, usually around September. http://www.nestrans.org.uk/about-nestrans/board-meetings/

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
Functions	

Regional Transport Strategy (RTS)	RTS published in 2008 http://www.nestrans.org.uk/our-strategy.html 2013 RTS Re-fresh http://www.nestrans.org.uk/regional-transport-strategy-refresh.html
Regional Transport Strategy Monitoring Report	http://www.nestrans.org.uk/regional-transport-strategy/
RTS Action Plans	Bus: http://www.nestrans.org.uk/projects/buses/documents-bus/ Rail: http://www.nestrans.org.uk/projects/rail/documents-rail/ Freight: http://www.nestrans.org.uk/projects/freight/documents-freight/ Health & Transport: http://www.nestrans.org.uk/projects/travel-awareness/documents-travel-awareness/Active Travel Action Plan: http://www.nestrans.org.uk/projects/cycling-walking-safety/documents-cycling-walking-safety/
What We Do	http://www.nestrans.org.uk/about-nestrans/
Nestrans Projects	http://www.nestrans.org.uk/projects.html
Access to Healthcare	http://www.nestrans.org.uk/projects/travel-awareness/documents-travel-awareness/
Community Planning	http://www.nestrans.org.uk/annual-reports-and-business-plans.html
Services	
Travel Information and Advice	http://getabout.org.uk/
Timetable Information and Journey Planning	www.realtimebus.com http://www.nestrans.org.uk/contact-nestrans.html
Feedback (including complaints/compliments)	http://www.nestrans.org.uk/contact-nestrans.html

CLASS 3: HOW THE PARTNERSHIP 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	How to access it
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this class	
Decision Making	
Agendas and minutes of Partnership meetings and its committees	http://www.nestrans.org.uk/board-meetings.html
The Regional Transport Strategy for the North East of Scotland	Regional Transport Strategy published in 2008 http://www.nestrans.org.uk/our-strategy.html 2013 RTS Re-refresh http://www.nestrans.org.uk/regional-transport-strategy-refresh.html
List of Partnership members	http://www.nestrans.org.uk/organisation.html
Projects – including details on studies, public consultation and Environmental Assessment undertaken (where applicable)	http://www.nestrans.org.uk/projects/
Governance documents	
Partnership Standing Orders	http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Contract Standing Orders	Covered in the financial regulations http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Scheme of Delegations	Covered in the financial regulations http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Code of conduct	http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Financial Regulations	http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/

CLASS 4: WHAT THE PARTNERSHIP 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 audited accounts	http://www.nestrans.org.uk/statement-of-accounts.html
Annual budgets - capital and revenue	Contained within the Annual Report and Business Plan http://www.nestrans.org.uk/about-nestrans/organisation/documents-annual-report-business-plans/
Public Service Reform (Scotland) Act 2010 statements	http://www.nestrans.org.uk/public-services-reform-scotland-act-2010.html
Financial Regulations	http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/

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

Class description:

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

The information we publish under this class	How to access it
Human Resources	
Staff Policies	Covered by Aberdeenshire Council personnel policies and procedures as set out in this report. http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Conditions of Service	Contact us at details above
Equality Approach including Disability, Gender, and Race	Covered by Aberdeenshire Council personnel policies and procedures as with staff policies above. http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Careers at Nestrans	Contact us at details above. All vacancies will be posted on our website under 'News'.
Physical Resources	
Nestrans's Property Information	Covered under the financial regulations http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Strategic Environmental Assessment Main Report of RTS and RTS Re-fresh	2008 RTS http://www.nestrans.org.uk/regional-transport-strategy/2008-regional-transport-strategy/ 2013 RTS Re-fresh http://www.nestrans.org.uk/regional-transport-strategy/documents-regional-transport-strategy-refresh-2013/
Sustainable and Active Travel Grant Scheme	http://www.nestrans.org.uk/sustainable-travel-grants.html
Information Resources	
Nestrans's Publication Scheme	http://www.nestrans.org.uk/freedom-of-information.html

CLASS 6: HOW THE PARTNERSHIP 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
Contracts Standing Orders	Covered under the financial regulations chapter 5 http://www.nestrans.org.uk/about-nestrans/organisation/documents-governance-documents/
Invitations to tender	Invitations to tender are issued through the Scotland Excel Framework
Register of Contracts Awarded	Detailed in the Annual Report http://www.nestrans.org.uk/annual-reports-and-business-plans.html and Statement of Expenditure http://www.nestrans.org.uk/about-nestrans/organisation/documents-public-services-reform-scotland-act-2010/
Procurement information published on Public Contracts Scotland	https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA26963

CLASS 7: HOW THE PARTNERSHIP IS PERFORMING

Class description:

Information about how the Partnership 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.nestrans.org.uk/annual-reports-and-business-plans.html
Regional Transport Strategy Monitoring Report	http://www.nestrans.org.uk/rts-monitoring-report.html
Mainstreaming Equality Report and Equalities Outcomes Report	http://www.nestrans.org.uk/about-nestrans/organisation/documents-equalities/

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
Information packaged and made available for sale on a commercial basis sold at market value through a retail outlet	We do not hold or publish information under this category.

CLASS 9: OPEN DATA

Class description:

Information regarding the Scottish Government's Open Data Strategy and links to Nestrans Open Data

The information we publish under this class	How to access it
Open Data	http://www.nestrans.org.uk/about-nestrans/organisation/documents-freedom-of-information/

Document Version Control

Guide to Information	Group or Name(s) & Designations(s)	Date	Version
Author:	Nestrans	2013	1.0
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Freedom of Information (Scotland) Act 2002 (FOISA)

Model Publication Scheme 2017