



CONVENER OF THE SCHOOL CLOSURE REVIEW PANELS AND THE SCHOOL CLOSURE REVIEW PANELS

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities, as defined in section 3 of the Act, to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- Publish classes of information that they make routinely available
- Tell the public how to access the information and what that may cost

The Convener of the School Closure Review Panels (the Convener) and the School Closure Review Panels (the Panels) have adopted the Model Publication Scheme which has been prepared and approved by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019. For further information, see www.ico.org.uk

This scheme is published on the School Closure Review Panels website – www.scrp.scot or you may access it by contacting us at the address below:

Office of the Convener of the School Closure Review Panels
PO Box 24071
Edinburgh
EH3 1FB

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.

The Roles of the Convener of the School Closure Review Panels and the School Closure Review Panels

While the Convener and the Panels publish their information together, through this Guide, it is important to note that the Convener and Panels are individual bodies with different roles (see below) and they are considered as separate public authorities in terms of the Act. Throughout the Guide it is made clear what information relates to the Convener and what relates to the Panels.



The Role of the Convener

The Convener's main statutory functions are to appoint a number of persons eligible to serve as members of a School Closure Review Panel and, in the event of a call-in, to select three members to form a Panel. The Convener selects one of the members to act as Chair of each Panel. In making these decisions on appointments and selections, the Convener is independent of the Scottish Government and any other body or individual. The Convener is responsible for providing the Panels with necessary staff and services for the delivery of their functions as well as making appropriate arrangements for training the persons eligible to serve as Panel members. The Convener plays no part in the review carried out by a Panel.

The Role of the Panels

The Panels are responsible for reviewing education authority school closure decisions which are called in by the Scottish Ministers. A Panel is constituted by the Convener as explained above. The Panel of three is then to review the closure decision of the education authority and form a decision based on specific considerations set out in the Schools (Consultation) (Scotland) Act 2010. One of the three members in a Panel is selected by the Convener to be the Chair of the Panel. Each Panel is independent of other Panels, the Convener, the Scottish Government and any other bodies or individuals.

Availability and formats

The information published by the Convener or the Panels through the model scheme is, wherever possible, available on their website. Alternative arrangements are offered for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, arrangements can usually be made for information to be sent to you in paper copy, although there may be a charge for this.

If you require a printed copy of a document, or a copy in an alternative format or language, please contact the Office of the Convener of the School Closure Review Panels at the above address or on 0131-225-8133 to discuss your needs.

Exempt Information

The Convener and the Panels will publish the information they 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), they may remove or redact the information before publication but, where that is necessary, they will explain why.

Copyright

Where the Convener or the Panels hold 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 Convener or the Panels do not hold the copyright in published information, this will be made clear.

Charges

This section explains when the Convener and the Panels may make a charge for their publications and how any charge will be calculated.

There is no charge to view information on the website (www.scrp.scot).

The Convener and the Panels may charge for providing information to you e.g., photocopying and postage, but they will charge you no more than it actually costs them to do so. They will always tell you what the cost is before providing the information to you.

The photocopying charge per sheet of paper is shown in the table below:

	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10p	15p

We will recharge any postage costs 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.

Further help

If you need help to find published information on the website of the Convener and the Panels, please call the Office of the Convener of the School Closure Review Panels on 0131-225-8133.

If the information you are looking for is not published, you can make an information request for it to the Convener or the Panels (see p1 for advice about their roles). You should send any information requests to admin@scrp.scot.



CLASSES OF INFORMATION

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 CONVENER OF THE SCHOOL CLOSURE REVIEW PANELS AND THE SCHOOL CLOSURE REVIEW PANELS	
Information about the Convener of the School Closure Review Panels (the Convener) and the School Closure Review Panels (the Panels), who we are, where to find us, how to contact us, how we are managed and our external relations.	
The information the Convener and the Panels publish under this class	How to access it
<i>General information about the authority</i>	
Contact details, address	View on our website
Organisational structure	
Convener	View on our website
Panels	View on our website
Roles and responsibilities of the senior management team	Not applicable
Contact details for customer care and complaint functions	Not applicable
Guide to Information/Model Publication Scheme	This document
Charging schedule for published information	See page 3 of this document
How to request information	View on our website
Charging schedule for environmental information provided in response to requests under the EIRs	See page 3 of this document
<i>Constitution:</i>	
Convener	View on our website
Panels	View on our website
Legislation	View on our website
The Schools (Consultation) (Scotland) Act 2010, section 17A	View on www.legislation.gov.uk
Children and Young People (Scotland) Act 2014 Part 15	View on www.legislation.gov.uk



<i>Legal framework:</i>	View on our website
The Schools (Consultation) (Scotland) Act 2010	View on www.legislation.gov.uk
Children and Young People (Scotland) Act 2014	View on www.legislation.gov.uk
Part 15	View on www.legislation.gov.uk
<i>How the authority is run</i>	
Governance Structure	
Convener	View on our website
Panels	View on our website
Governance policies, including standing orders, code of conduct and register of interests	View on our website
<i>Corporate planning</i>	
Mission statement	<i>None</i>
Corporate plan	<i>None</i>
Corporate strategies	<i>None</i>
Corporate policies, e.g., health and safety, equality, sustainability	<i>None</i>
Strategic planning processes	<i>None</i>
<i>External relations</i>	
Accountability relationships, including reports to regulators:	
Convener: Annual reports	View on our website
Internal and external audit arrangements	Not applicable
Subsidiary companies	None
Strategic agreements with other bodies	
Scottish Ministers	View on our website
Administrative Support Services	View on our website



CLASS 2: HOW THE CONVENER AND THE PANELS DELIVER THEIR FUNCTIONS AND SERVICES	
Information about the Convener and the Panels' work, strategy and policies for delivering functions and services and information for their service users including details of administrative support services	
The information the Convener and the Panels publish under this class	How to access it
<i>Functions</i>	
<i>Description of functions and their statutory basis:</i>	
Convener	View on our website
Panels	View on our website
Legislation	View on our website
The Schools (Consultation) (Scotland) Act 2010	View at www.legislation.gov.uk
Strategies, policies and procedures for performing statutory function	
Convener	View on our website
Panels	View on our website
Administrative Support Service	View on our website
How to apply for a licence, warrant, grant etc.	Not applicable
How to report a concern to the Convener or the Panels	View on our website
Reports of the Convener's and the SCRP's exercise of statutory functions	View on our website
Statutory registers	None
Fees and charges for the performance of the Convener's and the Panels' function	None
Service fees and charges	None
<i>Services</i>	
List of services, including statutory basis for them	None
Service policies and internal staff procedures, including allocation, quality and standards	None
Service schedules and delivery plans	None
Information for service users, including how to access the services	None
Service fees and charges	None



CLASS 3: HOW THE CONVENER AND THE PANELS TAKE DECISIONS AND WHAT THEY DECIDE	
Information about the decisions the Convener and the Panels take, how they make decisions and how they involve others.	
The information the Convener and the Panels publish under this class	How to access it
How decisions are made	
Convener	View on our website (step no. 2) and View on our website
Panels	View on our website
Decisions taken	
Convener: Appointments Selection of Panels	View on our website View on our website
Panels: Decisions	View on our website
Public consultation and engagement strategies	None
Reports of regulatory inspections, audits and investigations carried out by the authority	None

CLASS 4: WHAT THE CONVENER AND THE PANELS SPEND AND HOW THEY SPEND IT	
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	
The information the Convener and the Panels publish under this class	How to access it
Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements	View on our website More details are available in the 2015 and 2016 annual reports on our website
Financial statements required by statute	None
Financial policies and procedures for budget allocation	None
Budget allocation to key policy/function/service area	View on our website
Purchasing plans and capital funding plans	None



Financial administration manual/internal financial regulations	None
Expenses policies and procedures Convener Panels	View on our website View on our website
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation Convener Panels	View on our website View on our website
Board member remuneration other than expenses	None
Pay and grading structure Convener Panels	View on our website View on our website Actual expenses for each Panel are available in the 2015 and 2016 Annual Reports on our website
Investments, summary information about endowments, investments and authority pension fund	None
Funding awards available from the authority	None

CLASS 5: HOW THE CONVENER AND THE PANELS MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Information about how the Convener and the Panels manage their human, physical and information resources

The information the Convener and the Panels publish under this class	How to access it
<i>Human Resources</i>	
Strategy and management of human resources	None
Staffing structure Convener Panels	View on our website View on our website
Human resource policies	None



Employee relations structures and agreements reached with recognised trade unions and professional organisations	None
<i>Physical Resources</i>	
Management of the authorities land and property assets, including environmental/sustainability reports	Neither the Convener nor the Panels have any land or property assets
Description of the authority's land and property holdings	Not applicable
Estate development plans	Not applicable
Maintenance arrangements	Not applicable
<i>Information Resources</i>	
Records management policy	To be published in 2017
Information governance/asset management policies and procedures	None
Knowledge management policies and procedures	None
Freedom of information policies and procedures for the Convener and the Panels	View on our website
Data protection or privacy policy	To be published in 2017

CLASS 6: HOW THE CONVENER AND THE PANELS PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Information about how the Convener and the Panels procure goods and services, and their contracts with external providers

The information the Convener and the Panels publish under this class	How to access it
Procurement policies and procedures	None
Invitations to tender	None
List of contracts which have gone through formal tendering	None



CLASS 7: HOW THE CONVENER AND THE PANELS ARE PERFORMING

Information about how the Convener and the Panels perform as organisations, and how well they deliver their functions and services

The information the Convener and the Panels publish under this class

How to access it

External Reports

Convener: Annual report (includes the Panels)

[View on our website](#)

CLASS 8: THE CONVENER AND THE PANELS' COMMERCIAL PUBLICATIONS

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 the Convener and the Panels publish under this class

How to access it

None

Not applicable