

EAST LoTHIAN LICENSING BOARD

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

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.

East Lothian Licensing Board has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on our website at

http://www.eastlothian.gov.uk/info/1126/alcohol_licences/1077/east_lothian_licensing_board_publication_scheme 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

East Lothian Licensing Board holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not East Lothian Licensing Board. In most cases the copyright holder will be obvious from the documents. In cases 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 we do not own the copyright on documents within Section 12 - Classes of Information.

Charges

Unless otherwise stated in Section 12 - Classes of Information, all information maintained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by e-mail.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below:

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Cost per sheet of paper
A1	50 p
A2	40 p
A3	30 p
A4	20 p
A5	20 p

Colour photocopying

Size of paper	Cost per sheet of paper
A1	£ 2.50
A2	£ 2
A3	£ 1.50
A4	£ 1
A5	£ 1

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Postage costs: we will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

Contact us

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

The Clerk
East Lothian Licensing Board
John Muir House
HADDINGTON
EH41 3HA

Telephone: 01620 827217

Email: licensing@eastlothian.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 may make a request to us for that information.














CLASS 1: ABOUT EAST LoTHIAN LICENSING BOARD

Class description:




Information about East Lothian Licensing Board, 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	Format	Charges
1.	Application Processes				
1.1	Application forms	Forms to apply for a variety of licences	Available on our website or in print. Applications for gambling licences available on our website or in print.	 	
1.2	Fees payable	A list of statutory fees payable together with the application	Available on our website or in print.	 	
1.3	List of applications	A list of all current applications received.	Available on our website or in print.		
2.	Board Meetings				
2.1	Agendas	Agendas of Board Meetings	Available on our website or in print.	 	
2.2	Minutes	Minutes of Board Meetings In camera items containing confidential information and/or personal data under the Data Protection Act	Available on our website , for inspection or in print.	 	

Key to Symbols	 online	@ email	 hard copy	 CD/DVD/discs	 inspection	 audio copy	££ charges may apply
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		1998 are exempt.			
2.3	Appeal decisions	Appeal decisions within the past two years (ie. decisions of the Court on appeals against decisions of East Lothian Licensing Board)	Available for inspection at John Muir House only Photocopies available	 	
2.4	Statement of reasons	Statement of reasons under section 18 (written statements of the reasons for decisions of East Lothian Licensing Board), except any statements issued during the current quarter or which are the subject of an appeal, as they form or may form part of court proceedings	Available for inspection at John Muir House only Photocopies available	 	
2.5	Reports to the Board	Written reports relating to any matter on which East Lothian Licensing Board is making a decision Reports containing confidential information and/or personal data under the Data Protection Act 1998 are exempt.	Available for inspection at John Muir House only Photocopies available	 	
2.6	Register of decisions	Register of decisions made by East Lothian Licensing Board	Available for inspection at John Muir House only Photocopies available	 	
2.7	Policy statements	Statements of any policy that has been formally adopted by East Lothian Licensing Board for both alcohol and gambling.	Available on this website , on this website and in print.	 	
2.8	Complaints and objections	Complaints and objections containing confidential information and/or personal data under the Data Protection Act 1998 are exempt.	Redacted copies are available in print		
3.	Public Registers				
3.1	Statutory registers	Statutory registers containing details of applications	Available for inspection at		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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		for licenses	John Muir House only Photocopies available		
3.2	List of licensed premises	A list of all licensed premises in East Lothian	Available for inspection at John Muir House only Photocopies available	 	

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	Format	Charges

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	Format	Charges

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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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	Format	Charges

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of East Lothian Council

		The information we publish under this class	How to access it	Format	Charges

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		

CLASS 7: HOW WE ARE PERFORMING

Class description:

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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Information about how we perform as an organisation, and how well we deliver our functions and services





		The information we publish under this class	How to access it	Format	Charges

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	Format	Charges

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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