

FIFE AND FORTH VALLEY COMMUNITY JUSTICE AUTHORITY

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.

Fife and Forth Valley Community Justice Authority has adopted the **Model Publication Scheme 2011** produced by the Scottish Information Commissioner. He has approved this scheme until 31 May 2015. You can see this scheme on our website at <http://www.ffvcja.co.uk> or by contacting us at the address below:

Fife and Forth Valley Community Justice Authority
Glebe Hall
Burgh Mews
ALLOA
FK10 1HS

Tel: 01259 727435

E-mail: ffvcommunity.justice@kilncraigs.plus.com

www.ffvcja.co.uk

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

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 will remove or redact the information before publication and explain why.

Copyright

Where Fife and Forth Valley Community Justice Authority 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

Where Fife and Forth Valley Community Justice Authority does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications 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, eg 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.

There will be no charge for photocopying where the volume of copying is less than 10 A4 sides, thereafter, copies will be charged at :

Black and white photocopying

Size of paper	Pence per sheet of paper (per A4 side)
A1	-
A2	-
A3	0.10p
A4	0.10p
A5	-

Colour photocopying

Size of paper	Pence per sheet of paper (per A4 side)
A1	-
A2	-
A3	0.15p
A4	0.15p
A5	-

Information provided on CD-Rom will be charged at the cost per computer disc charged to us.

Postage costs will be recharged 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.

Commercial publications (see Class 8 below) – not applicable to FFV CJA.

Contact us

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

Fife and Forth Valley Community Justice Authority
Glebe Hall
Burgh Mews
ALLOA
FK10 1HS

Tel: 01259 727435

E-mail: ffvcommunity.justice@kilncraigs.plus.com

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.

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.

Note: the authority is required to publish the information it holds which falls within the following classes. If the authority does not hold information within a class, please indicate this below the class description.

Where links are provided to web pages, please ensure the link is to a specific document, relevant page or section of the website.

CLASS 1: ABOUT THE AUTHORITY

Class description:

Information about the authority, 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 (Link to relevant page of Website)
About FFV CJA	About Us: http://www.ffvcja.co.uk/about/about-the-cja.html

How to Find Us	How to Find Us: http://www.ffvcja.co.uk/about/how-to-find-us.html
How to Contact Us	Tel: 01259 727435 E-mail: ffvcommunity.justice@kilncraigs.plus.com Address: Glebe Hall, Burgh Mews, Alloa, FK10 1HS Homepage of FFV CJA Website: http://www.ffvcja.co.uk/
Governance and Infrastructure Information (and photographs) on FFV CJA Board Members	Governance and Infrastructure: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,46/task,doc_download/ FFV CJA Board Members: http://www.ffvcja.co.uk/about/cja-board.html
Our Partners	List of FFV CJA Statutory Partners: http://www.ffvcja.co.uk/about/statutory-partners.html

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 (Link to relevant page of Website)
Business	About Us: http://www.ffvcja.co.uk/about/about-the-cja.html
Vision and Aims	About Us: http://www.ffvcja.co.uk/about/about-the-cja.html

CLASS 3: HOW THE AUTHORITY 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 this class	How to access it (Link to relevant page of Website)
FFV CJA Board	FFV CJA Board Members: http://www.ffvcja.co.uk/about/cja-board.html
FFV CJA Business Groups	FFV CJA Business Groups http://www.ffvcja.co.uk/business/our-business.html
Our Partners	List of FFV CJA Statutory Partners: http://www.ffvcja.co.uk/about/statutory-partners.html
Minutes of FFV CJA Board Meetings	FFV CJA Board – Minutes of Meetings: http://www.ffvcja.co.uk/
Standing Orders (FFV CJA Board Meetings)	FFV CJA Standing Orders: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,22/task,cat_view/

CLASS 4: WHAT THE AUTHORITY 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 (Link to relevant page of Website)
Management Statement/Financial Memorandum	Management Statement/Financial Memorandum: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/dir,DESC/gid,22/limitstart,5/order,name/task,cat_view/
Financial Report and Accounts	Financial Report and Accounts http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,20/task,cat_view/

<p>Memorandum of Understanding on the Use of Underspend and the Method of Dealing with Overspend in the Criminal Justice Social Work Section 27 Grant Allocations to Constituent Local Authority Areas</p>	<p>MOU: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,20/task,cat_view/</p>
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CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:
Information about how we manage the human, physical and information resources of the authority

The information we publish under this class	How to access it (Link to relevant page of Website)
<p>FFV CJA Policies and Procedures, of particular note are:</p> <p>Equality of Opportunity Employee Code of Conduct Data Protection Policy Complaints Policy Statement Communications Strategy</p>	<p>FFV CJA Policies and Procedures: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,22/task,cat_view/</p>

CLASS 6: HOW THE AUTHORITY 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 (Link to relevant page of Website)
<p>Scheme of Delegation</p>	<p>FFV CJA Scheme of Delegation: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,22/task,cat_view/</p>

CLASS 7: HOW OUR AUTHORITY IS PERFORMING

Class description:

Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it (Link to relevant page of Website)
Area Plan	FFV CJA Area Plan: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,20/task,cat_view/
Annual Report	FFV CJA Annual Report: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,20/task,cat_view/
Action Plan	FFV CJA Action Plan: http://www.ffvcja.co.uk/component/option,com_docman/Itemid,7/gid,20/task,cat_view/

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 (Link to relevant page of Website)
FFV CJA does not produce commercial publications.	Not Applicable