



Poverty and Inequality Commission Guide to Information

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are required to:

- Publish the classes of information that they make routinely available
- Tell the public how to access the information and whether information is available free of charge or what it might cost

The Poverty and Inequality Commission has adopted the **Model Publication Scheme**¹ which was produced and approved by the Scottish Information Commissioner on 1 November 2018. You can read this scheme on our website or you can get a copy 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).

If you require adjustments to make information physically accessible, such as information in a larger script or different format we will do this where it is practicable to do so. The costs of this will be met by us.

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<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

Exempt information

Our aim is to be as open as possible. 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 and re-use of information

The information that the Commission produces may be copied or reproduced without formal permission, under the terms and conditions of the Open Government Licence, 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 Commission 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 or download information on our website or at our premises.

We aim to provide information free of charge whenever possible, but we may sometimes charge for providing published information to you e.g., photocopying and postage. 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.

Where charges are applied, photocopied or printed information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy)

We may recharge any postage costs at the rate we paid to send the information to you.

Contact us

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

Poverty and Inequality Commission
c/o 7th Floor Atlantic Quay,
150 Broomielaw,
Glasgow,
G2 8LU

Email: info@povertyinequality.scot

We can 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.

Classes of Information

Class 1: About the authority	
Description: Information about the authority, who we are, where to find us, how to contact us, how we are managed	
The Information we publish under this class	How to access it
<p>Contact details</p> <ul style="list-style-type: none"> • The name, address and contact details for the Commission • Our opening hours • Contact details for any enquiries • Details of how to make a complaint about the Commission 	<p>www.povertyinequality.scot/contact</p>
<p>About the Commission</p> <ul style="list-style-type: none"> • Details of our Commission members, the structure and responsibilities of the secretariat and names of the secretariat staff • The legislation under which we are established and our Framework Document • Details of any working groups set up by the Commission 	<p>www.povertyinequality.scot/about/who-we-are</p> <p>www.povertyinequality.scot/what-we-do</p> <p>www.povertyinequality.scot/about/governance</p> <p>www.povertyinequality.scot/about/our-working-groups</p>
<p>Governance</p> <ul style="list-style-type: none"> • The Commission's Code of Conduct • The Commission's Register of Interests 	<p>www.povertyinequality.scot/about/governance</p> <p>https://povertyinequality.scot/about/who-we-are/</p>

<p>Accessing information</p> <ul style="list-style-type: none"> • Our publication scheme and Guide to Information • Charging schedule for information • Contact details and advice about how to request information from the Commission 	<p>https://povertyinequality.scot/about/freedom-of-information/</p>
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<p>Class 2: How we deliver our functions and services</p>	
<p>Description Information about our work, our strategies and policies for delivering our functions and services and information for our service users</p> <p>As the Poverty and Inequality Commission is an advisory NDPB it does not provide services to service users.</p>	
<p>The Information we publish under this class</p>	<p>How to access it</p>
<p>About the Commission</p> <ul style="list-style-type: none"> • A description of the Commission’s functions, including the statutory basis for them • Our workplan (this will be published by March 2020) 	<p>https://povertyinequality.scot/what-we-do/</p> <p>https://povertyinequality.scot/what-we-do/</p>

<p>Class 3 How we take decisions and what we have decided</p>	
<p>Description Information about the decisions we take, how we make decisions and how we involve others</p>	
<p>The Information we publish under this class</p>	<p>How to access it</p>
<p>Our publications</p> <ul style="list-style-type: none"> • Agendas and minutes of Commission meetings • The Commission’s advice to Scottish Ministers and other publications that it produces under its functions of monitoring progress and promoting the reduction of poverty and inequality in Scotland. 	<p>https://povertyinequality.scot/about/our-meetings/</p> <p>https://povertyinequality.scot/publications/</p>

Class 4 What we spend and how we spend it**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 Commission does not have body corporate status and therefore does not hold a budget. The Scottish Government has a budget available that is used to support the work of the Commission. The secretariat staff are also employed by the Scottish Government. The Commission is not required to publish annual accounts but intends to publish a statement about how it has spent this money as part of its annual report.

The Information we publish under this class

How to access it

Budget

- The budget made available by the Scottish Government to support the work of the Commission
- Commission remuneration rates

www.povertyinequality.scot/about/governance

www.povertyinequality.scot/about/governance

Class 5 How we manage our human, physical and information resources**Description**

Information about how we manage our human, physical and information resources.

The Commission does not employ staff or hold land or property assets.

The Information we publish under this class

How to access it

Information resources

- Our freedom of information policies and procedures
- Our privacy policy

<https://povertyinequality.scot/about/freedom-of-information/>

<https://povertyinequality.scot/privacy-policy-cookies/>

Class 6 How we procure goods and services from external providers**Description**

Information about how we procure works, goods and services, and our contracts with external providers.

The Commission is not able to enter into contracts and therefore does not directly procure goods and services. In order to support the Commission to operate the

Scottish Government enters into contracts for the goods and services that the Commission needs.	
The Information we publish under this class	How to access it
Procurement and contracts <ul style="list-style-type: none"> • Details of how goods and services are procured for the Commission • Links to the Scottish Government's procurement policies and procedures • Details of any Invitations to Tender • Details of any contracts awarded by the Scottish Government on behalf of the Commission 	https://povertyinequality.scot/about/procurement-contracts/

Class 7 How we are performing	
Description 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
Annual report <ul style="list-style-type: none"> • The Commission's annual report (first annual report will be published in 2020). 	https://povertyinequality.scot/publications/

Class 8 Our commercial publications	
Description Information packaged and made available for sale on a commercial basis and sold at market rate through a retail outlet e.g. bookshop, museum, or research journal	
The Information we publish under this class	How to access it
The Commission does not publish any commercial publications	Not applicable

Class 9 Our open data	
Description Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack²	
The Information we publish under this class	How to access it
The Commission does not make available open data.	Not applicable

Last reviewed: 19/09/19

² <https://beta.gov.scot/publications/open-data-resource-pack-9781786524034/>