

HEACS

Historic Environment Advisory Council for Scotland

FREEDOM OF INFORMATION PUBLICATION SCHEME

August 2004

CONTENTS

1. Introduction – purpose and aims of the publication scheme
2. About HEACS
3. How to access information from this publication scheme
4. Classes of information
5. Maintenance of the HEACS Publication Scheme

1. Introduction: purpose and aims of the Publication Scheme

1.1 This is the Publication Scheme of HEACS, the Historic Environment Advisory Council for Scotland. This is a guide to the information routinely made available by HEACS as required by section 23 of the Freedom of Information (Scotland) Act 2002 (the Act).

1.2 The Act gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information is entitled to receive that information, subject to exemptions.

1.3 Under the Act, HEACS is required to specify:

- the classes of information it publishes or intends to publish;
- how information is published; and
- whether the information is available free of charge or on payment of a fee.

1.4 The purpose of the Scheme is to let you know what information is readily available from us. By readily available we mean that the information can be obtained from us on request.

1.5 The Scheme has been approved by the Scottish Information Commissioner who is responsible for the enforcement of the Act. The Scheme is intended to be flexible to allow for future expansion and/or revision.

1.6 The Scheme has regard to the public interest in the disclosure of factual information which will help to provide an informed background to the work of HEACS.

1.7 The Publication Scheme does not list all of the information held by HEACS. From 1 January 2005, the general entitlement to information under section 1 of the Act will enable any member of the public to make a request for information that is not in this Scheme.

1.8 Overall responsibility for the Scheme lies with the Chair of HEACS:

Liz Burns
Chair
HEACS
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Tel: +44 (0)131 668 8810
Fax: + 44 (0)131 668 8987
Email: heacs@scotland.gsi.gov.uk

2. About HEACS

2.1 HEACS was established in 2003 as an advisory Non Departmental Public Body (NDPB) under the Public Appointments & Public Bodies etc (Scotland) Act 2003.

2.2 HEACS provides Scottish Ministers with independent strategic advice on the historic environment. HEACS has been charged by Scottish Ministers with providing advice on:

- the state of the historic environment;
- how the historic environment is identified and protected;
- how the historic environment is presented and promoted to foster public understanding, enjoyment and support;
- how the historic environment contributes to the wider context: for instance, education, the economy, tourism, arts and culture, leisure and the promotion of social justice; and
- how an adequate supply of skills, materials, and resources is ensured to safeguard the historic environment for future generations.

2.3 HEACS consists of twelve members appointed by Scottish Ministers in accordance with the Code of Practice for Ministerial Appointments to Public Bodies issued by the Office of the Commissioner for Public Appointments.

2.4 HEACS does not employ any staff. Its Secretariat is provided by Historic Scotland.

2.5 Five Working Groups have been established to address the matters which the Minister for Tourism, Culture and Sport asked for advice on. These are:

- whether there is a need to review heritage protection legislation in Scotland;
- if there is a need for a “heritage audit” in Scotland and, if so, how to take it forward;
- the role of local authorities in conserving the historic environment;
- how we ensure the availability of adequate and appropriate traditional materials and professional and craft skills to meet the needs of the built heritage; and
- the criteria that should be applied for taking historic properties into the care of the Scottish Ministers.

2.6 Council has identified several other key issues for consideration for which it has or may establish Working Groups. A Chair’s Group has also been appointed by Council as an executive group.

3. How to Access Information from this Publication Scheme

3.1 Information included in HEACS's Publication Scheme will be available on our web site (<http://www.heacs.org.uk>). For those without access to the web-site or those wishing to make a request for information in paper form (where available), please contact the Secretary of HEACS, Malcolm Bangor-Jones.

Telephone: +44(0)131 668 8810
E Mail : malcolm.bangor-jones@scotland.gsi.gov.uk
Fax: +44(0)131 668 8987
Postal address: HEACS
Longmore House
Salisbury Place
EDINBURGH
EH9 1SH

Charging Policy

3.2 Information on the website is free of charge (i.e. there is no charge by us, although the user would of course have to meet any charges by their Internet service provider, personal printing costs, etc). For those without access to the web-site a single print-out as on the web-site (or a hard copy of the document except where indicated) can be requested. These will be provided free of charge. Requests for multiple print-outs of material on the web-site or for multiple hard copies may attract a charge for the cost of retrieval, photocopy, postage etc. Printing and photocopy costs will not exceed £1 per 10 pages. If charges are to be made you will be told at the time of your request and these would be payable in advance.

Records Disposal Statement

3.3 In general, HEACS follows Scottish Executive policy and procedures in relation to records management. These policies and procedures are set out in the Scottish Executive Records Management Manual (available from the Scottish Executive under its FOI Publication Scheme). Documents will be held in accordance with the Scottish Executive Record Retention and Disposition Schedules which set out the lengths of time for which all types of document must be held.

Copyright Statement

3.4 HEACS is a Crown body and the information we produce is subject to Crown copyright, which is administered by the Queen's Printer for Scotland. The material listed in this Publication Scheme is Crown copyright unless stated otherwise. The copyright in most of the material that may be found in this Publication Scheme has been waived. This means that you can re-use this material freely. Categories of material for which copyright has been waived include: minutes of meetings, press notices, and responses to consultation documents.

For other types of material, the supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of any of the material included in this Publication Scheme may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting.

Details of the arrangements for re-using Crown copyright material can be found on HMSOnline in the [Click-Use Licences](#) section or by contacting OQPS at:

OQPS Licensing Division
St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Tel: 01603 621000
Fax: 01603 723000
e-mail: [OQPS Licensing](#)

Authorisation to re-use copyright material not owned by the Crown should be sought from the copyright holders concerned. If in doubt, users should contact OQPS in the first instance.

4. Classes of Information

4.1 This Publication Scheme lists information that HEACS publishes or intends to publish. The Scheme divides the information published by HEACS into five classes:

CLASS A	Minutes of Council Meetings
CLASS B	Annual Reports
CLASS C	News releases
CLASS D	Reports to Scottish Ministers
CLASS E	Responses to consultation exercises

4.2 The HEACS website contains extensive information about the organisation, its membership, aims and activities.

4.3 The Publication Scheme does not list all of the information held by HEACS. If the information you require is not included in the Scheme you can search our website or submit a written request for it to HEACS. In responding to your requests

we will do so in accordance with the Freedom of Information (Scotland) Act 2002 (from 1 January 2005).

4.4 Some information relating to HEACS is not published or held by HEACS but is held by other organisations, particularly Historic Scotland.

CLASS A Minutes of Council Meetings

Description: Minutes of Quarterly Council Meetings

Availability: For electronic copy see: <http://www.heacs.org.uk>

For hard copy contact Secretary of HEACS

Cost: Information will generally be free of charge. Any charges will be in line with our general charging policy set out in section 3.2 of this scheme.

CLASS B Annual Reports

Description: Annual Report laid before the Scottish Parliament

Availability: For electronic copy see: <http://www.heacs.org.uk>

Cost: Electronic copy – free

Hard copy – free to inspect at Longmore House. Available at main copyright libraries or at a cost of £7.10 from HMSO for the 2003-04 Report (Note: the price is set by HMSO and may vary from year to year).

CLASS C Press releases

Availability: For electronic copy see: <http://www.heacs.org.uk>

For hard copy contact Secretary of HEACS

Cost: Information will generally be free of charge. Any charges will be in line with our general charging policy set out in section 3.2 of this scheme.

CLASS D Reports to Scottish Ministers

Description: Reports by HEACS to Scottish Ministers on issues concerning the historic environment, either requested by Scottish Ministers or identified by HEACS.

Availability: For electronic copy see: <http://www.heacs.org.uk>

For hard copy contact Secretary of HEACS

Cost: Information will generally be free of charge. Any charges will be in line with our general charging policy set out in section 3.2 of this scheme.

CLASS E Responses to consultation exercises

Description: Responses by HEACS to public consultation exercises conducted by the Scottish Executive and other public bodies

Availability: For electronic copy see: <http://www.heacs.org.uk>

For hard copy contact Secretary of HEACS

Cost: Information will generally be free of charge. Any charges will be in line with our general charging policy set out in section 3.2 of this scheme.

5. Maintenance of the HEACS Publication Scheme

5.1 The Freedom of Information (Scotland) Act 2002 requires public authorities not only to maintain a publication scheme approved by the Scottish Information Commissioner but also from time to time to review the Scheme. As part of this process we would be glad to receive any comments or suggestions on the Publication Scheme and in particular comments from users on their experiences in obtaining information from the Scheme. Comments or suggestions for particular classes of information to which we might in future commit to publishing under the Scheme would also be welcomed.

5.2 Comments or complaints should be addressed to the person responsible for maintaining the HEACS Publication Scheme:

Malcolm Bangor-Jones
Secretary
HEACS
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Tel: 0131 668 8810

Email: malcolm.bangor-jones@scotland.gsi.gov.uk

5.3 If, after making your complaint to Malcolm Bangor-Jones, you remain dissatisfied with the way that we have handled your request for information under this scheme, you may seek a review from the Scottish Information Commissioner. His contact details are as follows:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
FIFE
KY16 9DS

Tel: 01334 464610

Fax: 01334 464511

E-mail: enquiries@itspublicknowledge.info

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