



PROCEDURES FOR RE-USE OF PUBLIC SECTOR INFORMATION

(The Re-Use of Public Sector Information Regulations 2015)

Title	Re-Use of Public Sector Information Procedures and Asset List
Who should use this	All Staff
Author	Head of Valuation Services and Assistant ERO
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Approved by Joint Board	N/A
Reviewer	Head of Valuation Services and Assistant ERO
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Review History

REVIEW NO.	DETAILS	RELEASE DATE
1	New Procedure introduced in accordance with the Re-Use of Public Sector Information Regulations 2015	OCTOBER 2017
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Re-use of Public Sector Information Procedures

1.0 General

The Re-use of Public Sector Information Regulations 2015 provide a public right to re-use information that public sector bodies must produce, hold, collect or disseminate within their **'public task'**.

The Information Commissioner has confirmed that the Assessor, being a separate statutory appointment of the valuation authority, is not a Public Sector Body for the purposes of the Regulations. The same conclusion can be drawn in respect of the Electoral Registration Officer.

It is quite clear, however, that Joint Boards are Public Sector Bodies for the purposes of the Regulations and these procedures are intended to ensure that Ayrshire Valuation Joint Board ("the Joint Board") complies with the Regulations.

The business of the Valuation Joint Board falls into five main categories, Council Tax, Non-Domestic Rating, Electoral Registration, IT and other Business Support Services (such as personnel, finance etc), though, as above, Valuation Rolls, Council Tax Valuation Lists, Electoral Registers and their supporting data will not be covered.

These Procedures and the Information Asset List are designed to provide details of the range of information that the Joint Board routinely publishes grouped within these main business classifications. It also provides advice on how to make a request for the re-use of our information, whether it is available free or if there is a charge for the information and the rights of appeal that any dis-satisfied enquirer has under the Regulations.

1.1 'Public Task'

The Ayrshire Valuation Joint Board was established as part of the 1996 reorganisation of local government in terms of The Valuation Joint Boards (Scotland) Order 1995 and is charged with providing the Assessor with the resources required to perform her statutory functions under the Valuation Acts in the three valuation authorities (East Ayrshire Council, North Ayrshire Council and South Ayrshire Council) in the former Strathclyde Region. Through the Electoral Registration Officer (ERO) the Joint Board also discharges the function of Electoral Registration in the same three Council areas.

Ayrshire Valuation Joint Board is a body in its own right, separate from the Councils, and comprising sixteen members, elected councillors from each of the three authorities. It is responsible for the appointment of the Assessor and the ERO.

Since the enactment of the Lands Valuation (Scotland) Act 1854, Assessors have been responsible for the valuation of all lands and heritages for local taxation purposes within their respective valuation areas. Currently all rateable properties are shown in the Valuation Roll and domestic subjects are contained within the Council Tax List. These documents form the basis for levying non-domestic rates (Valuation Roll) and Council Tax (Council Tax Valuation Lists).

The ERO is responsible for the preparation and maintenance of the Register of Electors which is essential for all Parliamentary and Local Government Elections and referenda.

2.0 Accessing Information and Data

Where published, information will normally be available through the routes described below.

Online:

Most published information is available to download from our website (www.ayrshire-vjb.gov.uk), or on the Scottish Assessors' Association website (www.saa.gov.uk).

By e-mail:

If the information you seek is listed in our Information Asset List but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us (assessor@ayrshire-vjb.gov.uk), please provide a telephone number so that, if necessary, we can telephone you to clarify your request.

By post:

Most published information will normally be available in paper copy form. Please address your request to:

Ayrshire Valuation Joint Board
c/o Assessor & ERO
9 Wellington Square
Ayr
KA7 1HL

2.1 Making a Request for Re-use of Information

In making a request for re-use of public sector information requesters must ensure that the request:-

1. Is in writing, to the above address,
2. States the name of the applicant and provides an address for correspondence,
3. Specifies the documents or information requested, and
4. States the purpose for which the document is to be reused

All requests will be considered by the Assessor & ERO or the Head of Valuation Services & Assistant ERO on behalf of the VJB.

2.2 Response to Requests

Where a request is received, Ayrshire Valuation Joint Board will respond to the request promptly and within 20 working days beginning with the date the request is received. The options available to the Joint Board in response to the request are either to refuse the request, to make the document available to the applicant or to impose conditions on what re-use can be permitted.

2.2.1 Information within Scope

Examples of information held by the Joint Board that fall within the scope of a request for reuse of public sector information are:

- Some documents and information contained within our Publication Scheme(s)
- Policy documents
- Primary and secondary legislation

Where a request is received for information which is not currently published or readily available, it will be treated as a Freedom of Information request and the future publication of the data will be considered.

2.2.2 Information out with Scope

Examples of information held by the Joint Board that fall out with the scope of a request for reuse of public sector information are:

- Information held by the Joint Board which is out with the scope of its public task
- Information that is exempt from disclosure under the Freedom of Information (Scotland) Act 2002
- Information that contains personal data
- Information in which the relevant copyright is owned or controlled by a different person or organisation (third party copyright)
- Information which is within the statutory control of, or is created by, the Assessor (Including Valuation Rolls and Council Tax Valuation Lists)
- Information which is within the statutory control of, or is created by, the Electoral Registration Officer (Including the Electoral Register)

2.2.3 Our Charging Policy

Unless otherwise stated in the following Asset List, most information 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 email. Note, however, that the charging for some documents is subject to separate statutory provision and, where that is the case, the Joint Board will charge for information in accordance with that alternative provision.

We also 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.

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.

Reproduction Costs:

Where charges are applied, photocopied 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).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage Cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

3.0 Complaints

Our aim is to make our information as available as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any response to a re-use application, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact us at the address provided above.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within a reasonable time.

You have legal rights to access information under this scheme and a right of appeal to the Information Commissioner if you are dissatisfied with our response.

3.1 The Information Commissioner

If, having made a complaint to the Valuation Joint Board and you are not satisfied with its response or you believe that it has not complied with its obligations under the regulations, then you can make a complaint to the Information Commissioner at the following address:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ASSET LIST BY CLASS

1.0 COUNCIL TAX

Information Asset/Document	Publication Status	Availability	Cost
Sales Data/ Computer documents/ Spreadsheets	Not published	May be available on request, except where subject to third party copyright.	See reproduction costs above
Planning & Building Warrant Lists	Not published	Not available – see relevant authority	
Correspondence: Letters/Emails (both paper and electronic)/Faxes	Not published	Not generally available	N/A
VAC and Court of Session Case Decisions and , Regulations, Acts of Parliament etc.	Not published	May be available on request except where subject to third party copyright	See reproduction costs above

2.0 NON-DOMESTIC RATING

Information Asset/Document	Publication Status	Availability	Cost
Planning & Building Warrant Lists	Not published	Not available – see relevant authority	N/A
Valuation Roll Purchase Orders	Not published	Not available	N/A
Correspondence	Not published	Not generally available	N/A
Stated Cases, Legislation, Statutory Instruments & Opinions, etc.	Not published	May be available on request except where subject to third party copyright	See reproduction costs above

3.0 ELECTORAL REGISTRATION

Information Asset/Document	Publication Status	Availability	Cost
Register Distribution Lists (on publication and on request, free)	Not published	May be available on request	See reproduction costs above
Electoral Commission Performance Indicator Returns (data and financial information)	Not published	See VJB Board Reports, Annual Reports or Public Performance Reports at www.ayrshire-vjb.gov.uk . Also available on request.	Free

4.0 INFORMATION TECHNOLOGY

Information Asset/Document	Publication Status	Availability	Cost
Back Up Tapes	Not published	Not available	N/A
Computer Backups – Servers	Not published	Not available	N/A
Computer Hardware Guarantees	Not published	Not available	N/A
System Documentation (for internally managed systems and Databases)	Not published	Not available	N/A

5.0 BUSINESS SUPPORT SERVICES

5.1 Minutes of Meetings & Related Papers/Reports

Information Asset/Document	Publication Status	Availability	Cost
VJB Minutes, agendas and meeting papers	Published	See www.ayrshire-vjb.gov.uk	Free
Constituent Councils' Minutes	Not published	See relevant Council websites	Free
Management Meeting Minutes	Published	See www.ayrshire-vjb.gov.uk	Free
Minutes of Internal Valuation Group Meetings	Not published	Not available	N/A
Minutes of Admin Group Meetings	Not published	Not available	N/A
Minutes of Health & Safety Groups Meetings	Not published	Not available	N/A
Papers and reports to all of the above Internal Working Groups	Not published	Not available	N/A

5.2 Finance

Information Asset/Document	Publication Status	Availability	Cost
Annual Accounts	Published	See www.ayrshire-vjb.gov.uk .	Free
Budgetary Control Reports	Not published	See Joint Board Reports at www.ayrshire-vjb.gov.uk .	Free
Detailed breakdown of Constituent elements of Revenue budget	Published in Board Papers/Accounts	See Joint Board Reports at www.ayrshire-vjb.gov.uk .	Free
Ledger Control Documents	Not published	Not available	N/A
Journal Entry Requests	Not published	Not available	N/A
Invoices Passed for Payment	Not published	Not available	N/A
Stationery Orders	Not published	Not available	N/A
Receipts for Cash	Not published	Not available	N/A
Bank Statements (inc. Credit card statements)	Not published	Not available	N/A
Third Party e.g. Electoral System provider contract details (tender & contracts) –	Not published	Not available	N/A
Claim forms for travel & subsistence expenses, including VAT receipts advance cheques and Overtime	Not published	Not available	N/A
Annual Assessor's Statements of Assurance	Published in Annual Report/Accounts	See Annual Report as above	Free
Annual Statements of Internal Control / Assurance Statement from Internal Audit	Published in Annual Report/Accounts	See Annual Report as above	Free
Audit Reports	Published	See Joint Board Reports at www.ayrshire-vjb.gov.uk .	Free
Payroll Checks	Not published	Not available	N/A

5.3 Insurance and Risk Management

Information Asset/Document	Publication Status	Availability	Cost
Insurance Policies	Not published	Not available	N/A
Public Liability Insurance Policies	Not published	Not available	N/A
Employer's Liability Certificates	Not published but displayed	Displayed at VJB offices. Copies available on request	See reproduction costs above
Public Liability Claims	Not published	Not available	N/A
Employers Liability Claims	Not published	Not available	N/A
Business Continuity Plan	Not Published	Not Available	N/A
Risk Registers & Risk Action Plans	(Board Risk Register) Published	See Joint Board Reports at www.ayrshire-vjb.gov.uk .	Free

5.4 Personnel & Training

Information Asset/Document	Publication Status	Availability	Cost
Staff Records	Not published	Not available – Personal data	N/A
Qualification Records for all relevant staff	Not Published	Not Available	N/A
Attendance & Absence Records	Not published on individual basis	Not available on individual basis. Corporate statistics available on request. Also Board Reports at www.ayrshire-vjb.gov.uk	Free
Redundancy details	Not published	Not available – Personal data	N/A
Parental Leave	Not published	Not available – Personal data	N/A
Trade Union agreements	Not published	May be available on request	See reproduction costs above
Retirement records	Not published	Not available – Personal data	N/A
Training Records	Not published	Not available – Personal data	N/A
Holidays/Overtime	Not published	Not available – Personal data	N/A
Flexitime reports	Not published	Not available – Personal data	N/A
Attendance Management Documentation	Not published	Not available – Personal data	N/A

5.5 Health & Safety

Information Asset/Document	Publication Status	Availability	Cost
Accident books, records & reports	Not published	Not Available	N/A
Assessments under Health & Safety Regulations and records of consultations with safety representatives and committees	Not published	May be available on request	See reproduction costs above
Fatal Accident Investigations	Not published	Not available – Personal data	N/A
Fire Alarm & Security Documents	Not published	Not available	N/A
Fire Drill & Evacuation Procedures	Distributed internally	Available on request	See reproduction costs above
Burglar Alarm and Security Documents	Not published	Not available	N/A
Drivers' licence and Insurance Checks	Not published	Not available – Personal data	N/A
HSE Correspondence	Not published	Not available – Personal data	N/A
Completed Incident Reports forms and Operational Logs	Not published	Not available – Personal data	N/A
Out of hours Directory	Not published	Not available – Personal data	N/A
Visitor Books	Not published	Not available – Personal data	N/A

5.6 Property

Information Asset/Document	Publication Status	Availability	Cost
Lease documents/occupancy agreements/title deeds	Not published but Registered and available via Registers of Scotland	See Registers of Scotland or copies available on request	See reproduction costs above

5.7 Freedom of Information

Information Asset/Document	Publication Status	Availability	Cost
Requests/responses	Not published	Generally not available – Contain personal data	N/A
Register of Requests	Not published	Generally not available – Contains personal data – though statistical data in Board Reports at www.ayrshire-vjb.gov.uk .	Free

5.8 Other Information and Documents

Information Asset/Document	Publication Status	Availability	Cost
List of VJB Membership	Published	See www.ayrshire-vjb.gov.uk	Free
Mail logging database	Not published	Not available – Contains personal data	N/A
Mobile Telephone Accounts	Not published	Not available	N/A
Recorded Delivery Slips	Not published	Not available	N/A
General Correspondence Files	Not published	Not available	N/A
MP/MSP/Councillor/Ombudsman Correspondence	Not published	May be available on request	See reproduction costs above
Key Performance Indicators	Published	See www.ayrshire-vjb.gov.uk	Free
Public Performance Reports	Published	See www.ayrshire-vjb.gov.uk	Free
Complaints	Not individually published, though statistical reports are published	Not available individually. Statistics available via Annual Reports to VJB see www.ayrshire-vjb.gov.uk	Free
Commercial/Hire agreements etc	Not published	Not available	N/A
Audit Reports	Published	See www.ayrshire-vjb.gov.uk	Free
Audit Action Plans	Published	See www.ayrshire-vjb.gov.uk	Free
Grievances	Not published	Generally not available – Contains personal data	N/A
Disciplinary Procedure Records	Not published	Not available – Contains personal data	N/A
Assessor's Annual Reports (as incorporated with final accounts)	Published	See www.ayrshire-vjb.gov.uk	Free
Staff Consultations & Reports	Not individually published, summary of outcomes reported to Board annually	See Board Reports at www.ayrshire-vjb.gov.uk	Free
Equalities Policy & Reports	Published	See www.ayrshire-vjb.gov.uk	Free
Staff Register of Interest	Not published	Not available – personal data	N/A
EMB Minutes/Papers	Published by EMB	See http://www.electionsscotland.info/emb/homepage/2/about_us	Free

Information Asset/Document	Publication Status	Availability	Cost
Electoral Commission Reports	Published by Electoral Commission	See http://www.electoralcommission.org.uk/	Free
Electoral Commission Guidance	Published by Electoral Commission	See http://www.electoralcommission.org.uk/	Free