GUIDE TO INFORMATION PUBLISHED BY THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY CORPORATE BODY 2017

Produced as required by the Freedom of Information (Scotland) Act 2002

Section 23 of the Freedom of Information (Scotland) Act 2002 (FOISA) places a duty on Scottish public authorities to adopt and maintain a Publication Scheme which must specify:

- classes of information the authority publishes or intends to publish;

- the manner in which this information will be made available to the public free or on payment of a charge

The Scottish Parliament and the SPCB have adopted the Model Publication Scheme 2018 developed and approved by the Scottish Information Commissioner and last updated in November 2018.

It is impractical to make a distinction between the information held by the Scottish Parliament and the Scottish Parliamentary Corporate Body and therefore this includes information held by both.

The model publication scheme we have adopted requires us to publish information in the following categories or classes:

Class 1: About the authority
Class 2: How we deliver our functions and services
Class 3: How we take decisions and what we have decided
Class 4: What we spend and how we spend it
Class 5: How we manage our human, physical and information resources
Class 6: How we procure goods and services from external providers
Class 7: How we are performing
Class 8: Our commercial publications
Class 9. Our open data

You can find the model scheme and associated information here:
www.itspublicknowledge.info/mps

The purpose of this guide 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 enquirers to get help accessing information and to explain how to request information that has not been published

How to find information

The majority of the information we publish is available on our website. The Scottish Parliament website is available here:

http://www.parliament.scot

For information about finding your way around our website click here:

https://www.parliament.scot/help/2387.aspx

Please find a glossary of parliamentary terms and phrases here:
https://www.parliament.scot/help/769_797.aspx

Terminology

Term used:	Explanation:
FOISA	Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA approved by the Scottish Information Commissioner.
MPS	The Model Publication Scheme
Guide to information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available.
MPS Principles	The six key principles with which all information published under the MPS must comply.
Classes of information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification form	The form an authority must submit to notify the Commissioner of its adoption of the MPS

Please note that when the Scottish Parliament is in Dissolution, there will be no current Members or Committees and so the Publication Scheme will reflect this.

Information in this Scheme which is available on the internet is indicated by the following symbol:

You are welcome to print a hard copy of information published on our website. We have identified where print ready PDFs are available. If you require information in an alternative format please contact us.

Other media

Information in this Scheme which is available on CD ROM or DVD indicated by the following symbol:

A charge may apply for information made available on CD ROM or DVD

Information in this Scheme which can be made available on video is indicated by the following symbol:

A charge may be required for videos.

Information in this Scheme which is available by inspection (e.g. because it is bulky or voluminous) is indicated by the following symbol. Depending on the information requested it may be possible to provide extracts and this will be considered individually.

(i)

Environmental Information

The Environmental Information (Scotland) Regulations 2004 (EIRs) provide a separate right of access to the environmental information that we hold and this guide also contains details of environmental information that we routinely make available.

Contacting Us

We are committed to ensuring that the information we provide is as accessible as possible. You can contact the Information Specialist for advice and assistance with any aspect of the information contained within the model scheme. If you wish to access information in a format or language not provided on our website please contact the Head of Information Governance so we can make suitable arrangements. You can contact us in any recognised language.

Claire Turnbull
Head of Information Governance
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 6913 (Calls using the Text Relay service are welcome)
Textphone: 0800 092 7100
Email: foi.officer@parliament.scot

You can also ask for information we do not publish by making a Freedom of Information (FOI) request in terms of the Freedom of Information (Scotland) Act 2002. A request can be made by email, letter or phone to: foi.officer@parliament.scot

General enquiries

Our Public Information & Publications team can help you if you have a question about the Parliament, its membership, business or procedures.

Contact details are:

Public Information & Publications
The Scottish Parliament
Edinburgh
EH99 1SP
Telephone: 0800 092 7500
                0131 348 5000 (Calls using the Text Relay service are welcome)
               0131 348 5395 (Gàidhlig)
Textphone: 0800 092 7100
Text: 07786 209 888
E-mail: info@parliament.scot
Twitter: twitter.com/ScotParl
Live Chat: https://www.parliament.scot/help/88173.aspx

This Scheme was updated on 17 October 2017. For any enquiries about the Scheme please contact foi.officer@parliament.scot

Information that we hold about you

Any personal data we collect and retain will be subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) and will be processed in a manner that complies with the terms of the GDPR and the DPA.

When we collect and use personal data about you we will always explain how your personal data will be processed. You will be issued with a document called a Privacy Notice advising you about how we will use your personal data at the time when your personal data is collected. You can find out more about Privacy Notices here: https://www.parliament.scot/abouttheparliament/108320.aspx

How to make a request for information that we hold about you

The GDPR provides you with rights in relation to your personal data. You can find out more about these rights on the Information Commissioner's Office website here: https://ico.org.uk/

If you wish to make a request in relation to the information that we hold about you then you can do so by letter, email or phone to the Freedom of Information Officer at the above address. If you wish to request sight of personal data that we hold about you (which is known as a "subject access request") then you can find out about how to do so here:
https://www.parliament.scot/abouttheparliament/23315.aspx

Information we may withhold

Whilst we aim to be as open as possible within the terms of The Scottish Parliament Copyright Licence we do not provide access to information the disclosure of which is prohibited by law or where information is exempt under the Freedom of Information (Scotland) Act 2002 (FOISA). If we decide to withhold information in terms of the exemptions under FOISA we will inform you why the information has been withheld. You can find out information about making a freedom of information request on the website of the Scottish Information Commissioner here:
http://www.itspublicknowledge.info/home/ScottishInformationCommissioner.aspx

FOISA does not cover information held by the Parliament or SPCB 'on behalf of' someone else; for example, information held by MSPs in their personal or individual capacity on our IT system or in their local parliamentary offices.

If you wish to complain about information which has been withheld from you, please read the Feedback section below.

Charging

You can access the vast majority of the information contained in our Publication Scheme free of charge and this includes:

- Information available on our website
- Free leaflets, bulletins and booklets
- Print ready PDFs

The full text of Acts of the Scottish Parliament and Explanatory Notes since 1999 and the full text of secondary legislation is available free at http://www.legislation.gov.uk/

Information where charges may apply

In line with our commitment to openness, accessibility and equality we will consider any charge for information requested under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 on a case by case basis where an adjustment may be required for someone with additional needs. Should a charge apply to the information you have requested you will be told about this at the time of your request and provided with details of the basis of that charge.

Any charges are payable in advance.

(i) Information provided by us (including environmental information):

We reserve the right to charge for providing information in hard copy; on computer disc; on media, such as DVDs; or where the information consists of books, 'glossy' or other bound paper documents. However, any charges will not exceed the cost of physically producing the information.

Enquiries about charges should be addressed to the Public Information and Publications Team.

(ii) Purchasing copies of Scottish Parliament Business Information Documents

The following is a list of the different document types and their location on the Scottish Parliament's website.

You can download and print to your own printer any of these documents.

- **Business Bulletin**
- **Bills and all associated documents**
- **Scottish Parliament Passage of the Bill series**
- **Committee numbered reports (on each committee's site)**
- **Plenary Minutes of Proceedings**
- **Journal of the Scottish Parliament**
- **Official Reports (Plenary and Committee)**
- **Standing Orders**
- **Code of Conduct for Members of the Scottish Parliament**

If you prefer to buy a collated printed copy you can purchase collated printed copies of parliamentary business and a list of suppliers is listed here:

http://www.parliament.scot/abouttheparliament/91279.aspx

Information Available in Specific Languages of formats

We are committed to ensuring that the information we provide is as accessible as possible and are committed to complying fully with all aspects of equal opportunities legislation. We therefore already publish some information in languages other than English or in alternative formats (for example, in Braille, large print, audio tape or various computer formats). Information to which this may apply is indicated by the following symbol: ↻

Please contact us if you would like to know in which languages or formats the information is available.

Where our information is not readily available in the language or format you require, we may also be able to translate documents for you or produce information in the format you require on request. We have developed policies on the way in which we provide information in different languages and formats (such as our languages policy and our equality framework) and we will take these and our statutory obligations into account when considering such requests.

If you require information from us in a specific language or format, you are welcome to contact us to discuss this further. If you are contacting us by letter, fax or email, you can write to us in any recognised language.

Copyright

Information produced by the Scottish Parliament is subject to copyright and in some cases, Parliamentary copyright applies. Parliamentary copyright applies to a range of information, including:

- Bills of the Scottish Parliament
- Official Reports of Meetings and Committees of the Scottish Parliament
- Committee Reports of the Scottish Parliament
- The Business Bulletin
- Parliamentary videos
- Photography

Information about the Scottish Parliament Copyright Licence and Re-use of Public Sector Information is available here:

http://www.parliament.scot/help/13591.aspx

Feedback

If you would like to comment on any aspect of this guide to information, then please contact the Head of Information Governance. You may, for example wish to tell us about:

- other information that you would like to see included;
- whether you found it easy to use;
- whether you found the guide useful;
- whether our staff were helpful;
- other ways in which our guide can be improved.

Classes of Information that we publish

This section provides details of the information we routinely publish under the classes of information in the Commissioner's Model Publication Scheme 2017. Where the information is published online, links are provided to relevant website pages or other sites as appropriate. Clearly our main way of publishing is via our website which is continually changing and developing. We will review and update this publication scheme regularly to accurately reflect the full range of information published.This publication Scheme was last updated in October 2017. The Scottish Parliament and the Scottish Parliamentary Corporate Body will notify the Scottish Information Commissioner if the legal status of our organisation changes.

CLASS 1:

ABOUT THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY

CORPORATE BODY

Class description:

Information about who we are, where to find us, how to contact us, how we are managed and our external relations.

Information detailing our purpose and values

http://www.parliament.scot/abouttheparliament/31485.aspx

The Scotland Act

The Scotland Act 1998 was passed by the UK Parliament at Westminster. It was the law that set up the Scottish Parliament.

The Scotland Act 2012 gives more powers to the Scottish Parliament, including the transfer of some significant financial powers.

http://www.parliament.scot/visitandlearn/Education/21139.aspx

Standing Orders of the Scottish Parliament

The Standing Orders govern how the Scottish Parliament must conduct its business

http://www.parliament.scot/parliamentarybusiness/17797.aspx

Print ready PDF available: http://www.parliament.scot/parliamentarybusiness/17797.aspx

Parliament TV

A range of Scottish Parliament related information films produced using archive material. The films are available on our website and are also available on video or DVD.

http://www.parliament.scot/newsandmediacentre/3168.aspx

Leaflets and Guides

We produce publications explaining how the Scottish Parliament works to encourage public participation and involvement; and to help people to get the most out of their visit to the Parliament building. All of our publications are free and many are available in a range of languages and formats.

http://www.parliament.scot/visitandlearn/leaflets-and-guides.aspx

If you have any feedback or comments on these resources, please contact Public Information & Publications.

Educational Resources

Educational programmes and resources about the Scottish Parliament for teachers and young people and curriculum based classroom materials.

http://www.parliament.scot/visitandlearn/374.aspx

Information about visiting the Scottish Parliament

Information and resources including details about tours, tickets for parliament debates, reception and signing-in service, the parliament shop and café, opening hours, how to find us, crèche, accessibility information, art collection and visitor code of conduct

http://www.parliament.scot/visitandlearn/12514.aspx

Where to find us:

http://www.parliament.scot/visitandlearn/12524.aspx

Contacting the Public Information and Publications Team

Our Public Information & Publications team can help you if you have a question about the Parliament, its membership, business or procedures.

http://www.parliament.scot/visitandlearn/25072.aspx

Events and Exhibitions

The Scottish Parliament hosts a wide range of events and exhibitions, including those that have a direct link to the work of parliamentary committees, and those sponsored by Members. Events may also be held to mark a particular occasion in relation to the functioning of the Parliament, such as the commencement of a new Parliamentary session, or a state visit.

http://www.parliament.scot/visitandlearn/events-and-exhibitions.aspx

Information regarding events is available as open data https://data.parliament.scot

Searchable calendar of events

http://www.parliament.scot/visitandlearn/calendar-of-events.aspx

Festival of Politics

Information about the Festival of Politics.

- This link will be updated as information relating to the upcoming Festival of Politics is made

8

available. http://www.festivalofpolitics.org.uk/
Parliament Buildings Information about parliamentary buildings including photographs and a virtual tour http://www.parliament.scot/visitandlearn/15807.aspx
Submitting a petition to the Scottish Parliament https://external.parliament.scot/gettinginvolved/petitions/CreateAPetition.aspx
Current consultations Information regarding the current position of ongoing inquiries and consultations on particular issues. http://www.parliament.scot/gettinginvolved/current-consultations.aspx
Parliament Days The Parliament Day seeks to take the Parliament into communities around Scotland, inspiring local people to take an interest in and engage directly in the work of their Parliament. http://www.parliament.scot/gettinginvolved/parliament-days.aspx
Youth Engagement The Scottish Parliament works with groups and individuals across Scotland to help young people find out how they can get involved in the work we do and how we can help them to make changes to the things that matter to them http://www.parliament.scot/gettinginvolved/connect!.aspx
How to make a complaint or suggestion http://www.parliament.scot/visitandlearn/16708.aspx

Parliament offices

Information about parliamentary offices

http://www.parliament.scot/abouttheparliament/25888.aspx

This information is also available in open data format: https://data.parliament.scot

The Presiding Officer

The Presiding Officer, supported by two Deputy Presiding Officers, chairs the proceedings in the parliamentary chamber, the Scottish Parliamentary Corporate Body and the Parliamentary Bureau. The Presiding Officer also represents the Scottish Parliament at home and abroad.

http://www.parliament.scot/abouttheparliament/presiding-officer.aspx

The Scottish Parliamentary Corporate Body

The Scottish Parliamentary Corporate Body (SPCB) supports the work of the Parliament and its members. Its staff provide the day-to-day services that MSPs need to carry out their roles.

SPCB remit and membership

http://www.parliament.scot/abouttheparliament/16231.aspx

Minutes of SPCB Papers

The Scottish Parliamentary Corporate Body (SPCB) endeavours to make as much information available as is practicable and consistent with the legal provisions concerned. This forms part of the Corporate Body's undertaking to meet the terms of the Freedom of Information (Scotland) Act. These pages contain copies of agendas, minutes and documents considered by the SPCB at its regular meetings. Some papers will not be available however where, for example, publication would breach the Data Protection Act 2018.

http://www.parliament.scot/abouttheparliament/18362.aspx

Scottish Parliament Corporate Policies

https://www.parliament.scot/abouttheparliament/53150.aspx

🖥️
Annual Reports and Management Plans

http://www.parliament.scot/abouttheparliament/15025.aspx

Scottish Parliament Annual Reports

http://www.parliament.scot/abouttheparliament/46931.aspx

Scottish Parliamentary Corporate Body Reports

http://www.parliament.scot/abouttheparliament/46932.aspx

Scottish Parliament Strategic Plans

http://www.parliament.scot/abouttheparliament/46934.aspx

Scottish Parliament Statistics

http://www.parliament.scot/abouttheparliament/46935.aspx

🖥️ |
| Environment and Sustainability

Information about Environmental Management and Sustainability at the Scottish Parliament including Environmental Annual Reports

http://www.scottish.parliament.uk/visitandlearn/environment-and-sustainability.aspx

Environmental Annual Reports

https://www.parliament.scot/visitandlearn/environment-and-sustainability.aspx

🖥️ |
| The Leadership Group

The Leadership Group (LG) is the Scottish Parliament's senior management group. It aims to support and advise the Clerk/Chief Executive in defining and delivering the aim and values of the organisation and its strategic priorities and in developing the strategy to achieve these.

It also enables senior colleagues to share expertise and knowledge and to contribute their views on how the organisation should be run, both currently and with an eye to the longer term.

http://www.parliament.scot/abouttheparliament/22714.aspx

🖥️ |
| Leadership Group Papers

As part of its commitment to openness and accessibility, LG agreed to include provision of its papers and minutes within the Scottish Parliament's Publication Scheme, making them available online. Some |

11

papers are withheld from publication. There are two main reasons for this.

If a paper is a draft SPCB paper, it is deleted once the SPCB paper has been finalised.

The paper contains information which is considered may be exempt under the Freedom of Information (Scotland) Act 2002.

http://www.parliament.scot/abouttheparliament/22721.aspx

Previous Management Groups and associated papers

http://www.parliament.scot/abouttheparliament/31447.aspx

Information about the Parliament at Home and Abroad

The work of the UK and International Relations Office (UKIRO)

http://www.parliament.scot/abouttheparliament/12443.aspx

Contacting UKIRO

http://www.parliament.scot/abouttheparliament/22371.aspx

UKIRO provides the secretariat to the Scotland Branch of the Commonwealth Parliamentary Association (CPA), of which all MSPs are members. It also provides secretariat functions to the British Irish Parliamentary Assembly (BIPA).

CPA Scotland Branch

http://www.parliament.scot/abouttheparliament/12444.aspx

International Relations

The Scottish Parliament has established close links with parliaments, devolved assemblies and governments in the UK, Europe and the rest of the world. The Scottish Parliament is an active member of various international organisations. Please see below for a full list of organisations and bodies with which the Scottish Parliament is affiliated or regularly engages:

http://www.parliament.scot/abouttheparliament/17872.aspx

Scottish Parliament News

http://www.parliament.scot/news.aspx

The latest news from the Scottish Parliament, including news releases and other items about parliamentary business and events at Holyrood.

12

Lobbying - creating a lobbying register

Following the Lobbying (Scotland) bill being given Royal Assent in April 2016 work is underway to develop an online register. More information about this work is available here:

http://www.parliament.scot/gettinginvolved/101810.aspx

CLASS 2:

HOW THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY CORPORATE BODY DELIVERS ITS FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and information for our service users. In this class we have provided information relating to the way in which we provide our parliamentary business and functions.

Business Bulletin

The Business Bulletin of the Scottish Parliament is published each morning when the Parliament is in session. It details the current, future and past business of the Parliament. During recess the Bulletin is published weekly.

PDF available: https://bb.parliament.scot

http://www.parliament.scot/parliamentarybusiness/business-bulletin.aspx (until March 2016)

Planned Chamber Business is also published as open data:

https://data.parliament.scot

Parliament TV – Televised Proceedings of the Scottish Parliament

Daily live video of Chamber and Committee business. Live and archive video, is available at the following link. Copies of recording and selected picture stills are available. For current charges please contact the Broadcasting Office. Public re-use of the material is subject to copyright requirements and is also governed by the provisions of the Scottish Parliament's Rules of Coverage (which is also available).

http://www.parliament.scot/newsandmediacentre/3168.aspx

Minutes of Chamber Proceedings

The Minutes of Proceedings formally record all items of business taken and the results of any decisions, divisions and elections held. Minutes are produced by the clerk for each meeting of Parliament. These are published and made available on the website the day after each meeting of the Parliament.

Print ready PDF: http://www.parliament.scot/parliamentarybusiness/15519.aspx

Minutes are also published for each committee meeting. These are available from the Committee's pages.

The Official Report

The Official Report is the full and authoritative written report of proceedings in the Scottish Parliament and its committees.

Print ready PDF (Plenary and Committee)
http://www.parliament.scot/parliamentarybusiness/ormain.aspx

Information is available as open data at https://data.parliament.scot

Bills

Bills are draft laws that can be introduced by a member of the Scottish Government, a parliamentary committee, or an individual member of Parliament. The Scottish Parliament publishes every Bill introduced in the Scottish Parliament. Documents available vary according to the Stage reached by a Bill and may include the Bill (As Introduced), Explanatory Notes and Policy Memorandum, Marshalled Lists of Amendments, Groupings of Amendments, the Bill (As Amended at Stage 2) and the Bill (As Passed). For Bills no longer in progress, the documents available will include whichever of the documents listed above were published prior to the point when the Bill was enacted, withdrawn or fell.

Click on the name of the Bill you are interested in for the text of the Bill, documents relevant to the Bill, and details on the Bill's current progress.

http://www.parliament.scot/parliamentarybusiness/Bills/576.aspx

Please note: Acts of the Scottish Parliament and Explanatory Notes since 1999 together with the full text of Secondary Legislation is also available free of charge at http://www.legislation.gov.uk/

Bills and all associated documents: http://www.parliament.scot/parliamentarybusiness/Bills/576.aspx

Bills Explained including Private Bills, Hybrid Bills and Understanding the Legislative Process

http://www.parliament.scot/parliamentarybusiness/Bills/30590.aspx

Guidance on Private Bills, Public Bills and Hybrid Bills

http://www.parliament.scot/parliamentarybusiness/Bills/12427.aspx

Information in relation to Bills is also published as open data including timetables, Stages of Bills, Bill Stage Type, Bill Title and Bill Type.

https://data.parliament.scot

Passage of Bill Series:

For each Bill enacted up until the end of Session 2, the Scottish Parliament publishes a bound volume comprising all documents relating to the passage of a Bill (the Bill (as introduced) and its accompanying documents, the Stage 1 report, Marshalled Lists of amendments, the Bill (as amended at Stage 2), the Bill (as passed) and Official Report extracts for all proceedings on the Bill). All the information contained in the hard copies is available on our website. From Session 3 onwards this information is available online only.

PDF available: http://www.parliament.scot/parliamentarybusiness/Bills/72402.aspx

Bill Summaries

Bill summaries are prepared by research staff of the Scottish Parliament Information Centre (SPICe) and provide brief information on each bill.

http://www.parliament.scot/parliamentarybusiness/Bills/12417.aspx

Legislative Consent Memorandums

Legislative Consent Memorandums are usually lodged in the Scottish Parliament by the Scottish Government. They relate to Bills under consideration in the United Kingdom Parliament (Westminster) which contain what are known as "relevant provisions".

http://www.parliament.scot/parliamentarybusiness/Bills/31308.aspx

Public Body Consent Memorandums

The Public Bodies Act 2011, which received Royal Assent on 14 December 2011, was subject to a legislative consent motion in the Scottish Parliament in March 2012 (Public Bodies Bill [HL]). This Act includes order-making powers designed to enable UK Ministers to take forward the proposals announced on 14 October 2010 for the reform of a substantial number of public bodies for which the UK Government is responsible. Section 9 of the Act includes a requirement for the Scottish Parliament's consent to be sought for any provisions in an order made under Sections 1 to 5 of the Act which would

fall within the Scottish Parliament's legislative competence.

http://www.parliament.scot/parliamentarybusiness/Bills/48799.aspx

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Proposals for Members' Bills

http://www.parliament.scot/parliamentarybusiness/Bills/12419.aspx

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Journal of the Scottish Parliament

The Journal of Parliamentary Proceedings contains the minutes of chamber proceedings, notices of bills, instruments and draft instruments, reports of committees, and other matters which the Parliament considers should be included. The Journal is the authoritative record of what the Parliament has done and is published for every Parliamentary Year.

The Journal for each parliamentary session is prepared at the end of the Session, and this takes some time to compile.

Print ready PDF: http://www.parliament.scot/parliamentarybusiness/41720.aspx

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Committees

Committees play a central part in the work of the Parliament - taking evidence from witnesses, scrutinising legislation and conducting inquiries. Most committees meet weekly or fortnightly usually on Tuesday, Wednesday or Thursday mornings, in one of the Scottish Parliament's committee rooms - or in locations around Scotland.

The full list of current committees can be viewed below.

http://www.parliament.scot/parliamentarybusiness/Committees.aspx

Print ready PDF: http://www.parliament.scot/parliamentarybusiness/committees.aspx

Papers for Committee Meetings, Committee Reports and Minutes of Committee Meetings

Papers, committee reports, minutes of meetings for each Committee with the exception of private papers are published under each Committee page and include meeting papers and official reports.

Guidance on Committees

http://www.parliament.scot/parliamentarybusiness/20956.aspx

Some information in relation to Committees is also available as open data including details regarding advisers, roles of committees and roles held by MSPs.

https://data.parliament.scot
Scottish Commission for Public Audit The Scottish Commission for Public Audit is not formally a parliamentary committee. The Commission was established under Section 12 of the Public Finance and Accountability (Scotland) Act 2000 and is made up of 5 MSPs http://www.parliament.scot/parliamentarybusiness/101154.aspx
Parliamentary Questions, Answers and Motions http://www.parliament.scot/parliamentarybusiness/32115.aspx This information is also available as open data: https://data.parliament.scot
Scottish Statutory Instrument Tracker Report Details on all subordinate legislation instruments currently being considered by Parliament http://www.parliament.scot/parliamentarybusiness/CurrentCommittees/30609.aspx This information is also available as open data https://data.parliament.scot
Research Briefings (available to search online by year or subject) http://www.parliament.scot/parliamentarybusiness/Research.aspx This information is also made available as open data: https://data.parliament.scot
Financial Scrutiny documents including Scottish Government Budget, Explanatory Guides, Inflation Tool and Visualisations http://www.parliament.scot/parliamentarybusiness/16305.aspx

Fact Sheets

Fact Sheets are produced by information specialists within the Scottish Parliament Information Centre (SPICe). They provide factual information about MSPs and Parliamentary Business.

http://www.parliament.scot/parliamentarybusiness/15441.aspx

Petitions Briefings

Petitions briefings are written by research specialists in the Scottish Parliament Information Centre (SPICe).

They provide a brief background to the subject matter of the petition and give an overview of the main issues with which the petition is concerned.

http://www.parliament.scot/parliamentarybusiness/28869.aspx

The text of Public Petitions which have been submitted and accepted by the Scottish Parliament is available here and you can search on open or closed petitions

http://external.parliament.scot/gettinginvolved/petitions/ViewPetitions.aspx

Information in relation to petitions is also available as open data:

https://data.parliament.scot

Parliamentary Bureau

Bureau Papers, Agendas and Minutes

Papers and agendas for meetings of the Parliamentary Bureau will be published, along with approved minutes, normally the week after the meeting takes place. Those papers containing information considered to be exempt under the Freedom of Information (Scotland) Act 2002 will not be published.

http://www.parliament.scot/parliamentarybusiness/31852.aspx

The Brussels Bulletin

The Brussels Bulletin is a fortnightly publication providing intelligence on those key EU policy themes which are likely to dominate the European policy agenda as it relates to devolved matters in Scotland.

http://www.parliament.scot/parliamentarybusiness/CurrentCommittees/31755.aspx

18

Scottish Parliament Bibliography

The bibliography includes previous bibliographical details of all Scottish Parliamentary and Statutory Publications, which include:

- publications produced by the Parliament;

- documents scrutinised by the Parliament; and

- statutory publications, such as Acts and statutory instruments.

http://www.parliament.scot/abouttheparliament/15026.aspx

Biographies of current MSPs together with contact details

http://www.parliament.scot/msps/current-msps.aspx

Previous MSPs

http://www.parliament.scot/msps/previous-msps.aspx

Information in relation to current and previous MSPs is also available as open data:

https://data.parliament.scot/

Ministers and Law Officers

http://www.parliament.scot/msps/ministers-and-law-officers.aspx

Vote Search

http://www.parliament.scot/parliamentarybusiness/28925.aspx

Vote information is also available as open data

https://data.parliament.scot/

Members' Expenses Scheme

The Members Expenses Scheme is the structure under which MSPs are reimbursed for expenses incurred in the carrying out of their Parliamentary and constituency duties. The Scheme includes rules regarding accommodation, staff costs, office costs, travel, disabilities and winding up offices.

http://www.parliament.scot/msps/12453.aspx

Expenses search and user guide

http://www.parliament.scot/msps/12455.aspx

Previous Schemes

http://www.parliament.scot/msps/17763.aspx

Quarterly publication of Members expenses is also available as open data:

https://data.parliament.scot

Party Leaders' Expenses Scheme

The purpose of the Party Leaders' Expenses Scheme allowance is to provide support to qualifying party leaders while carrying out the extra duties associated with that role.

http://www.parliament.scot/msps/12454.aspx

Register of Members Interests

The Interests of Members of the Scottish Parliament Act 2006 sets out the requirements for the registration of certain financial interests held by MSPs.

The Register of Interests for current MSPs is available from the biography pages of each MSP

http://www.parliament.scot/gettinginvolved/96797.aspx

Under the terms of the Interests Act, the Parliament is also required to keep a copy of each Register of Interests for a period of 5 years from the date of making the last amendment. Copies of the Register of Interests for each MSP in the preceding Parliamentary years are available below.

https://www.parliament.scot/msps/current-msps.aspx

Register of Interests information is also available as open data:

https://data.parliament.scot

Use of Parliamentary Resources & External Communications

The SPCB has a statutory responsibility to provide the property, staff and services required for the Parliament's purposes. This document provides guidance on the SPCB's policies on the use of parliamentary resources and external communications.

http://www.parliament.scot/msps/43147.aspx

The Scottish Parliamentary Contributory Pension Fund Annual Accounts

Provides details of the payment of pensions to former Members and Office Holders of the Scottish Parliament who attain 65 years of age.

http://www.parliament.scot/abouttheparliament/15027.aspx

The Code of Conduct for Members of The Scottish Parliament (edition 5) April 2011

The Code of Conduct sets out the principles and standards of conduct for members of the Scottish Parliament in relation to their Parliamentary duties.

The Code of Conduct for MSPs consists of four volumes:

Volume 1: Introduction to the Code (background to conduct issues in the Scottish Parliament and the key principles of the Code)

Volume 2: The Code of Conduct (the enforceable standards of conduct expected of MSPs undertaking their parliamentary duties)

Volume 3: Guidance on the Code of Conduct (guidance on the enforceable standards set out in Volume 2)

Volume 4: Annexes (extracts from legislation and other documents underpinning the operation of the Code)

http://www.parliament.scot/msps/code-of-conduct-for-msps.aspx

PDF available: http://www.parliament.scot/msps/code-of-conduct-for-msps.aspx

Scottish Parliament Election Results

1999, 2003, 2007, 2011 and 2016

http://www.parliament.scot/msps/election-results.aspx

Information on the reasons for elections and by-elections is also available as open data: https://data.parliament.scot

Cross-Party Groups

Cross-Party Groups (CPGs) provide an opportunity for Members of all parties, outside organisations and members of the public to meet and discuss a shared interest in a particular cause or subject. This

link provides guidance, information about membership of CPGs and forthcoming meetings.

http://www.parliament.scot/msps/cross-party-groups.aspx

Constituency maps

http://www.parliament.scot/msps/9959.aspx

CLASS 3: HOW THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY CORPORATE BODY TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

Scottish Parliamentary Corporate Body Annual Reports

http://www.parliament.scot/abouttheparliament/46932.aspx

Scottish Parliament Strategic Plans

http://www.parliament.scot/abouttheparliament/46934.aspx

Scottish Parliament Annual Reports

http://www.parliament.scot/abouttheparliament/46931.aspx

Scottish Parliament Environmental Annual Reports

http://www.parliament.scot/abouttheparliament/46933.aspx

Scottish Parliamentary Corporate Body Minutes and Papers

As part of its Publication Scheme, the Scottish Parliamentary Corporate Body (SPCB) endeavours to make as much information available as is practicable and consistent with the legal provisions concerned. This forms part of the Corporate Body's undertaking to meet the terms of the Freedom of Information (Scotland) Act.

These pages contain copies of agendas, minutes and documents considered by the SPCB at its regular meetings. Some papers will not be available however where, for example, publication would breach the Data Protection Act.

http://www.parliament.scot/abouttheparliament/18362.aspx

Leadership Group Papers

As part of its commitment to openness and accessibility, the Leadership Group has agreed to publish its papers and minutes online. Some papers are withheld from publication because FOI exemptions apply to the content.

http://www.parliament.scot/abouttheparliament/22721.aspx

Equalities Reports and Publications

http://www.parliament.scot/abouttheparliament/19453.aspx

Staff organisation and performance management system

http://www.parliament.scot/abouttheparliament/12441.aspx

CLASS 4: WHAT THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY CORPORATE BODY 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).

SPCB Annual Accounts

The Scottish Parliamentary Corporate Body audited accounts are published annually. This includes financial schedules setting out operating costs, balance sheet, cash flow and notes to the accounts for the relevant financial year

http://www.parliament.scot/abouttheparliament/15027.aspx

SPCB Quarterly Management Accounts

http://www.parliament.scot/abouttheparliament/15027.aspx

SPCB Items of Expenditure over £25k

http://www.parliament.scot/abouttheparliament/15027.aspx

Scottish Parliament Contributory Pension Fund Annual Accounts

http://www.parliament.scot/abouttheparliament/15027.aspx

Procurement Information

http://www.parliament.scot/abouttheparliament/65209.aspx

CLASS 5: HOW THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY CORPORATE BODY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

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

Parliamentary Offices and staff organisation

http://www.parliament.scot/abouttheparliament/12441.aspx

This information is also available as open data: https://data.parliament.scot
Equality Reports and publications   http://www.parliament.scot/abouttheparliament/19453.aspx
Equality Framework and Policies   http://www.parliament.scot/abouttheparliament/16356.aspx   http://www.parliament.scot/abouttheparliament/16402.aspx
Staff Handbook   http://www.parliament.scot/abouttheparliament/15061.aspx
Contractor Performance Management System   https://www.parliament.scot/abouttheparliament/65798.aspx
Health and Safety at Work resources including policy and organisational responsibilities   http://www.parliament.scot/abouttheparliament/26036.aspx
Dignity at Work Policy   http://www.parliament.scot/abouttheparliament/16483.aspx
Information about working at the Scottish Parliament including recruitment, equal opportunities and employee benefits   http://www.parliament.scot/abouttheparliament/16619.aspx

Environmental Papers, Projects and Checklists http://www.parliament.scot/visitandlearn/22320.aspx Carbon Management Plan http://www.parliament.scot/visitandlearn/22321.aspx
Scottish Parliament Environmental Annual Reports http://www.parliament.scot/abouttheparliament/46933.aspx
Environmental Policy http://www.parliament.scot/visitandlearn/18789.aspx
Sustainability http://www.parliament.scot/visitandlearn/15065.aspx
Environmental Management System http://www.parliament.scot/visitandlearn/18789.aspx
Information about the Scottish Parliament Art Collection http://www.parliament.scot/visitandlearn/15456.aspx
Information Management Strategy http://www.parliament.scot/abouttheparliament/25600.aspx
Records management To support the management of its records, the Scottish Parliament has in place a records management policy and a records retention schedule setting out the minimum length of time records

must be held prior to their final disposal which may include destruction or historical preservation with the National Records of Scotland. This information is not currently published on our website. For further details please contact the Head of Information Governance.

Scottish Parliament Statistics

http://www.parliament.scot/abouttheparliament/46935.aspx

Freedom of Information Disclosure Log

https://www.parliament.scot/abouttheparliament/17700.aspx

Requests for personal information

Information on how to make a request for personal information held by the Scottish Parliament and the SPCB.

https://www.parliament.scot/abouttheparliament/23315.aspx

CLASS 6: HOW THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY CORPORATE BODY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

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

Procurement Policy and Governance

http://www.parliament.scot/abouttheparliament/65713.aspx

Corporate Procurement Strategy - strategy for the period 1 January 2017 to 31 March 2018
http://www.parliament.scot/Procurement/CorporateProcurementStrategy(doublepage).pdf

<u>Information for suppliers</u> http://www.parliament.scot/abouttheparliament/65767.aspx Public Contracts Scotland - details of SPCB contract adverts, contract award notices and contact details. https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284 🖥
<u>Contractor Performance Management</u> http://www.parliament.scot/abouttheparliament/65798.aspx 🖥
<u>Current Contract Details</u> All current contracts over £5000 are published. New contracts are added on a monthly basis and spend to date is updated quarterly. http://www.parliament.scot/abouttheparliament/65768.aspx 🖥

CLASS 7: HOW THE SCOTTISH PARLIAMENT AND THE SCOTTISH PARLIAMENTARY CORPORATE BODY IS PERFORMING
Class description: Information about how we perform as an organisation and how we deliver our functions and services

<u>Annual Reports and Management Plans</u> http://www.parliament.scot/abouttheparliament/15025.aspx 🖥 ↻
<u>Scottish Parliamentary Corporate Body Reports</u>

http://www.parliament.scot/abouttheparliament/46932.aspx

Scottish Parliament Environmental Audit Reports

http://www.parliament.scot/abouttheparliament/46933.aspx

Scottish Parliament Statistics

http://www.parliament.scot/abouttheparliament/46935.aspx

Scottish Parliament Strategic Plans

http://www.parliament.scot/abouttheparliament/46934.aspx

SPCB Accounts

http://www.parliament.scot/abouttheparliament/15027.aspx

Annual Equality Monitoring Reports, Annual Equality Reports and Equality Staff Audits

http://www.parliament.scot/abouttheparliament/19453.aspx

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.

Information about the Parliament Shop including products and contact details

http://www.parliament.scot/visitandlearn/85069.aspx

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Strategy, available under an open government license.

Open Data Publication Plan

1. The Scottish Parliament has already published a wide range of datasets including:

- The Official Report
- Core parliamentary business including motions and questions
- Register of Interests
- Awareness raising events
- Votes
- Information relating to Members including contact details
- Quarterly MSP expenses

These datasets are available here: https://data.parliament.scot

3. Information about the currency of each dataset is provided on the open data site: https://data.parliament.scot

4. You can contact foi.officer@parliament.scot for further information or to provide feedback or recommendations or you can leave feedback on the open data site here: https://data.parliament.scot

5. The information provided as datasets is covered by the Scottish Parliament copyright licence. More information about our licence and the Re-use of Public Sector Information is available here:

 http://www.parliament.scot/help/13591.aspx

Date	Version	Summary of changes
22/02/2019	1.0	Changes to the wording in the paragraph titled "Information that we hold about you" at the top of page 4. Otherwise, minor

		contextual changes and updating links
12/08/2019	1.1	Updating broken links.