



SCOTTISH CRIMINAL CASES REVIEW COMMISSION

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

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.

The Scottish Criminal Cases Review Commission has adopted the Model Publication Scheme 2015 that the Scottish Information Commissioner has produced. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or 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 arrange to send information to you in paper copy (although there may be a charge for doing so).

Exempt information

We shall 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 – we may remove or redact the information before publication but we shall explain why.

One particular class of information the Scottish Criminal Cases Review Commission does not disclose under its publication scheme (or in response to a freedom of information request) is information it obtained in the exercise of its statutory functions. The Act exempts the disclosure of information where the disclosure of information is information which is prohibited by or under any enactment (section 26(a) of the Act). The disclosure by us of such 'case-related' information would constitute a breach of the Criminal Procedure (Scotland) Act 1995, section 194J. The section 26(a) exemption is an absolute exemption in that it is not subject to the public interest test set out in the Act. Accordingly, case-related information is exempt from disclosure under the Act. The Commissioner has upheld our approach in that regard (see, for example, decision 075/2010 of the Commissioner, *Lucy Adams of The Herald and the Scottish Criminal Cases Review Commission*).

Copyright

Where the Scottish Criminal Cases Review Commission 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 the Scottish Criminal Cases Review Commission does not hold the copyright in information we publish, we shall 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 shall charge you no more than it actually costs us to do so. We shall always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1		
A2		
A3	10p	20p
A4	10p	20p
A5	10p	20p

Information provided on CD-Rom will be charged at £1.00 per computer disk.

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

When providing copies of pre-printed publications, we shall 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.

Contact us

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

Scottish Criminal Cases Review Commission, Portland House, 17 Renfield Street, Glasgow
G2 5AH

Email: info@sccrc.org.uk

Tel: 0141 270 7030

We shall also be pleased to 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 shall 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 are welcome to make a request to us for that information.

CLASS 1: ABOUT SCOTTISH CRIMINAL CASES REVIEW COMMISSION
Class description: Information about the Scottish Criminal Cases Review Commission, 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

About the Commission	
Our role	http://www.sccrc.org.uk/role.aspx
An overview of our governing legislation	http://www.sccrc.org.uk/legislation.aspx
The text of our governing legislation	http://www.sccrc.org.uk/viewfile.aspx?id=41
How we are run	
The management team	http://www.sccrc.org.uk/management.aspx
Organisational structure	http://www.sccrc.org.uk/viewfile.aspx?id=274
How we are funded and our performance scrutinised	http://www.sccrc.org.uk/aboutthecommission.aspx
Code of conduct for Board members	http://www.sccrc.org.uk/viewfile.aspx?id=271
Register of interests	http://www.sccrc.org.uk/viewfile.aspx?id=356
Procedures for Board Members' attendance	http://www.sccrc.org.uk/viewfile.aspx?id=275
Contact us/where to find us	http://www.sccrc.org.uk/viewfile.aspx?id=273
Corporate planning	
Corporate plan 2013-16	http://www.sccrc.org.uk/viewfile.aspx?id=584
Business plan 2015-16	http://www.sccrc.org.uk/viewfile.aspx?id=583
External relations	
Information for sheriffs	
Protocol between the Commission and the Scottish Prison Service	
Protocol between the Commission and Police Scotland	
Protocol between the Commission and Justiciary Office	
Recognition agreement between the Commission and Prospect	http://www.sccrc.org.uk/viewfile.aspx?id=502
Research report by the Universities of	http://www.sccrc.org.uk/viewfile.aspx?id=393

Glasgow and Edinburgh	
Keeping others informed	
Equality mainstreaming report	http://www.sccrc.org.uk/viewfile.aspx?id=580
News releases	http://www.sccrc.org.uk/sccrcnews.aspx
Position papers	
Research report on equalities	http://www.sccrc.org.uk/viewfile.aspx?id=507
Research report on legal representation	http://www.sccrc.org.uk/viewfile.aspx?id=476

CLASS 2: HOW SCOTTISH CRIMINAL CASES REVIEW COMMISSION DELIVERS ITS FUNCTIONS AND SERVICES
<p>Class description:</p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>

The information we publish under this class	How to access it
Information on rights and how to make an application	
What we can do	http://www.sccrc.org.uk/whatwecando.aspx
What we can't do	http://www.sccrc.org.uk/whatwecantdo.aspx
How we review a case	http://www.sccrc.org.uk/howwereviewacase.aspx
The decision process	http://www.sccrc.org.uk/thedecisionprocess.aspx
Appealing our decision	http://www.sccrc.org.uk/appealingourdecision.aspx
After a case is referred	http://www.sccrc.org.uk/onceacaseisreferred.aspx
Application form	http://www.sccrc.org.uk/viewfile.aspx?id=408
Information booklet	http://www.sccrc.org.uk/viewfile.aspx?id=429

Information for witnesses	http://www.sccrc.org.uk/viewfile.aspx?id=428
Complain about us	
Complaints procedure	http://www.sccrc.org.uk/viewfile.aspx?id=16

CLASS 3: HOW SCOTTISH CRIMINAL CASES REVIEW COMMISSION TAKES DECISIONS AND WHAT IT HAS DECIDED
<p>Class description:</p> <p>Information about the decisions we take, how we make decisions and how we involve others</p>

The information we publish under this class	How to access it
Annual report	http://www.sccrc.org.uk/corporateinformation.aspx
Board minutes	http://www.sccrc.org.uk/corporateinformation.aspx
Policy minutes	http://www.sccrc.org.uk/corporateinformation.aspx
Audit committee minutes	http://www.sccrc.org.uk/corporateinformation.aspx
Referred cases (conviction)	http://www.sccrc.org.uk/conviction.aspx
Referred cases (sentence)	http://www.sccrc.org.uk/sentence.aspx
Case handing procedures	http://www.sccrc.org.uk/stakeholderinformation.aspx
Case statistics	http://www.sccrc.org.uk/casestatistics.aspx

CLASS 4: WHAT SCOTTISH CRIMINAL CASES REVIEW COMMISSION SPENDS AND HOW IT SPENDS IT
<p>Class description:</p> <p>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).</p>

The information we publish under this class	How to access it

Framework document	http://www.sccrc.org.uk/viewfile.aspx?id=91
Annual audited accounts	http://www.sccrc.org.uk/corporateinformation.aspx
Duties to disclose 2015-16 – Public Services Reform (Scotland) Act 2010	http://www.sccrc.org.uk/viewfile.aspx?id=587

CLASS 5: HOW SCOTTISH CRIMINAL CASES REVIEW COMMISSION MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources of the Scottish Criminal Cases Review Commission

The information we publish under this class	How to access it
Human resources	
Code of conduct for staff	http://www.sccrc.org.uk/viewfile.aspx?id=51
Disciplinary procedure	http://www.sccrc.org.uk/viewfile.aspx?id=53
Drug and alcohol policy	http://www.sccrc.org.uk/viewfile.aspx?id=55
Email policy	http://www.sccrc.org.uk/viewfile.aspx?id=56
Environmental policy	http://www.sccrc.org.uk/viewfile.aspx?id=57
Environmental action plan	http://www.sccrc.org.uk/viewfile.aspx?id=27
Equal opportunities policy	http://www.sccrc.org.uk/viewfile.aspx?id=29
Fire safety policy	http://www.sccrc.org.uk/viewfile.aspx?id=58
Grievance policy	http://www.sccrc.org.uk/viewfile.aspx?id=61

Health and safety policy	http://www.sccrc.org.uk/viewfile.aspx?id=62
Maternity leave policy	http://www.sccrc.org.uk/viewfile.aspx?id=64
Media enquiries	http://www.sccrc.org.uk/viewfile.aspx?id=65
Parental leave policy	http://www.sccrc.org.uk/viewfile.aspx?id=66
Paternity leave policy	http://www.sccrc.org.uk/viewfile.aspx?id=67
Personal safety procedure for staff	http://www.sccrc.org.uk/viewfile.aspx?id=68
Public interest disclosure reporting policy	http://www.sccrc.org.uk/viewfile.aspx?id=69
Redundancy policy	http://www.sccrc.org.uk/viewfile.aspx?id=70
Road risk procedure	
Sexual and racial harassment policy	http://www.sccrc.org.uk/viewfile.aspx?id=71
Sick pay guidance	http://www.sccrc.org.uk/viewfile.aspx?id=72
Sickness and injury policy	http://www.sccrc.org.uk/viewfile.aspx?id=73
Smoke-free policy	http://www.sccrc.org.uk/viewfile.aspx?id=74
Staff assessment and appraisal policy	http://www.sccrc.org.uk/viewfile.aspx?id=75
Starting salary policy	http://www.sccrc.org.uk/viewfile.aspx?id=76
Travel methods for official business	http://www.sccrc.org.uk/viewfile.aspx?id=77

Information resources	
Business classification scheme	
Breach management plan	
Case handling procedures	http://www.sccrc.org.uk/stakeholderinformation.aspx
Data protection policy	http://www.sccrc.org.uk/viewfile.aspx?id=630
Data retention policy	http://www.sccrc.org.uk/viewfile.aspx?id=501
Disclosure policy	http://www.sccrc.org.uk/cms/ViewFile.aspx?ID=410
Records management policy	
Records management plan/assessment report by the Keeper of the Records of Scotland	http://nationalrecordsofscotland.gov.uk/files//record-keeping/public-records-act/PRSAassessmentReportScottishCriminalCasesReviewCommissioner.pdf

CLASS 6: HOW SCOTTISH CRIMINAL CASES REVIEW COMMISSION 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
Framework document	http://www.sccrc.org.uk/viewfile.aspx?id=91
Procurement policy	

CLASS 7: HOW SCOTTISH CRIMINAL CASES REVIEW COMMISSION IS PERFORMING
<p>Class description:</p> <p>Information about how the Scottish Criminal Cases Review Commission performs as an organisation, and how well it delivers its functions and services</p>

The information we publish under this class	How to access it
Annual reports	http://www.sccrc.org.uk/corporateinformation.aspx
Duties to disclose 2015-16 – Public Services Reform (Scotland) Act 2010	http://www.sccrc.org.uk/viewfile.aspx?id=587

CLASS 8: OUR COMMERCIAL PUBLICATIONS
<p>Class description:</p> <p>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.</p>

The information we publish under this class	How to access it
We do not hold or publish information under this class	