



LOTHIAN VALUATION JOINT BOARD/  
ASSESSOR FOR LOTHIAN VALUATION JOINT BOARD

***Guide to Information  
Available Through the  
Model Publication Scheme***

| <b>Model Publication Scheme</b> |                                      |
|---------------------------------|--------------------------------------|
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## TERMS USED

| TERM                                       | EXPLANATION  |
|--|--|
| <b>FOISA</b>                               | The Freedom of Information (Scotland) Act 2002   |
| <b>EIRs</b>                                | The Environmental Information (Scotland) Regulations 2004  |
| <b>Model Publication Scheme</b>            | A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner |
| <b>MPS</b>                                 | The Model Publication Scheme   |
| <b>Guide to Information</b>                | A guide that every public authority adopting the MPS must produce to help people access the information it makes available |
| <b>MPS Principles</b>                      | The six key principles with which all information published under the MPS must comply                                      |
| <b>Classes of Information</b>              | Nine broad categories describing the types of information authorities must publish (if they hold it)                       |
| <b>Notification Form</b>                   | The form an authority must submit to notify the Commissioner of its adoption of the MPS                                    |
| <b>Re-use Regulations</b>                  | The re-use of Public Sector Information Regulations 2015   |
| <b>Copyright law</b>                       | The Copyright, Designs and Patents Act 1988  |
| <b>TNA</b>                                 | The National Archives  |
| <b>SAA</b>                                 | Scottish Assessors Association   |
| <b>Assessor</b>                            | Statutory official appointed by local Valuation Authority  |
| <b>ERO</b>                                 | Electoral Registration Officer   |
| <b>Valuation Roll</b>                      | List of non-domestic properties for the Valuation area with appropriate Rateable Valuations as a basis for rates bills     |
| <b>Council Tax List</b>                    | List of domestic properties within the Valuation Area with appropriate Bands   |
| <b>Electoral Register</b>                  | List of electors registered to vote  |
| <b>Valuation Appeal Committee Hearings</b> | Meetings of the Local Valuation Appeal Committee   |
| <b>Valuation Local Instructions</b>        | Local Guidance Notes used to assist staff in valuing certain nondomestic properties  |
| <b>KPI</b>                                 | Key Performance Indicators   |
| <b>Public Performance Report</b>           | Report on Annual Performance of LVJB   |
| <b>Portal Data Custodian</b>               | Administrator of data published on the Scottish Assessors Association website  |

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.

Lothian Valuation Joint Board and the Assessor for Lothian Valuation Joint Board have adopted the **Model Publication Scheme 2018** produced and approved by the Scottish Information Commissioner.

You can see this Scheme on the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) or by contacting us at the address below.

Lothian Valuation Joint Board  
17A South Gyle Crescent  
Edinburgh  
EH12 9FL

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.

The Guide is split in the following sections:-

- Availability and formats;
- Exempt information;
- Copyright;
- Re-use of Public Sector information;
- Charges;
- Notifying the Commissioner;
- The classes of information that we publish;
- How to access information which is not available under this Scheme;
- Requests for your own personal data;
- Contact us.

## **AVAILABILITY AND FORMATS**

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

## **EXEMPT INFORMATION**

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

## **COPYRIGHT**

Where Lothian Valuation Joint Board or the Assessor for Lothian Valuation Joint Board 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 Lothian Valuation Joint Board or the Assessor for Lothian Valuation Joint Board does not hold the copyright in information we publish, we will make this clear.

## **RE-USE OF PUBLIC SECTOR INFORMATION**

The Assessor is not a Public Sector Body in terms of the Re-use of Public Sector Information Regulations 2015. Therefore the statement below only applies to information held by Lothian Valuation Joint Board in pursuit of its public task.

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.

More information including the Valuation Joint Board's information asset list, our charges and how to request to re-use our information can be found in [www.lothian-vjb.gov.uk](http://www.lothian-vjb.gov.uk).

## **CHARGES**

This section explains when we may make a charge for our publications and how any charge will be calculated.

Unless otherwise stated, all information contained within our Scheme is available from us free of charge where it can be viewed on our website (<https://www.lothian-vjb.gov.uk>). There is also no charge to view information at our premises.

We reserve the right to impose charges for providing information in other formats. 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. VAT will be charged where appropriate.

## **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). Plus VAT where applicable.

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.

For the avoidance of doubt, these costs relate to the delivering of information which is otherwise free.

## **FIXED CHARGE PUBLICATIONS:-**

There are a small number of pre-printed publications for which Lothian Valuation Joint Board makes a charge. These documents include the Valuation Roll, Council Tax List and Electoral Register.

The costs for these documents are detailed below:

## **VALUATION ROLL**

Definition: "List of non-domestic properties for the Valuation Area with appropriate Rateable Valuations as a basis for rates bills".

### **Availability:-**

Website ([www.saa.gov.uk](http://www.saa.gov.uk)).

Electronic format from the Portal Data Custodian at:- Portal Data Custodian at the Office of the Grampian Assessor

Woodhill House

Westburn Road

Aberdeen AB16 5GE

Tel: 01224 664360

Fax: 01224 664361

E-mail: [atacustodian@saa.gov.uk](mailto:atacustodian@saa.gov.uk)

The Valuation Roll can be viewed free of charge at our office, many libraries and online at [www.saa.gov.uk](http://www.saa.gov.uk)

Costs in paper format:- £60 per Local Authority Area.

## **COUNCIL TAX LIST**

Definition: "List of domestic properties within the Valuation Area with appropriate Bands".

### **Availability:-**

Website ([www.saa.gov.uk](http://www.saa.gov.uk)).

Electronic format from the Portal Data Custodian at: - Portal Data  
Custodian at the Office of the Grampian Assessor  
Woodhill House  
Westburn Road  
Aberdeen AB16 5GE  
Tel: 01224 664360  
Fax: 01224 664361  
E-mail: [atacustodian@saa.gov.uk](mailto:atacustodian@saa.gov.uk)

The Valuation Roll can be viewed free of charge at our office, many libraries and online at [www.saa.gov.uk](http://www.saa.gov.uk)

Costs in paper format:- £75 per Local Authority Area.

### **ELECTORAL REGISTER (OPEN OR EDITED VERSION)**

Definition: "Open version of the Register of Electors. This version does not include the names of those electors whose names appear in the Full version of the Register but who have taken advantage of the Representation of the People legislation and chosen to have their names excluded from the Open version of the Register, which can be sold to anyone."

#### **Availability:-**

Paper copies can be inspected at our office.

#### **Cost:-**

Per Representation of the People (Scotland) Regulations 2001.

#### **If in Data Format:**

The fee for purchasing a copy of the Register in data format is at the rate of £20 per Constituency plus £1.50 for each 1,000 entries (or remaining entries) in it.

#### **Or if Printed:**

The fee for purchasing a copy of the Register in the printed form is at the rate of £10 plus £5.00 for each 1,000 entries (or remaining part of 1,000 entries) in it.

We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a "market value" which may include the cost of production.

### **NOTIFYING THE COMMISSIONER**

In accordance with paragraph 9(ii) of the Scottish Information Commissioner's Model Publication Scheme, Lothian Valuation Joint Board and the Assessor for Lothian Valuation Joint Board undertake to notify the Commissioner if their legal status changes.

## THE CLASSES OF INFORMATION THAT WE PUBLISH

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

- CLASS 1** About Lothian Valuation Joint Board and Assessor for Lothian Valuation Joint Board
- CLASS 2** How we deliver our Functions and Services
- CLASS 3** How we make 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

### Notes

The Assessor for Lothian Valuation Joint Board and Lothian Valuation Joint Board are required to publish the information they hold which falls within the classes of the Model Publication Scheme. If we do not hold information within a class, this is indicated under the class description below.

### CLASS 1: ABOUT LOTHIAN VALUATION JOINT BOARD

#### Class description:-

Information about Lothian Valuation Joint Board and the Assessor for Lothian Valuation Joint Board, 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   |
|--|--|
| General Information                          | <a href="http://www.lothian-vjb.gov.uk">www.lothian-vjb.gov.uk</a>   |
| Address and Contact information              | <a href="http://www.lothian-vjb.gov.uk/contact/">www.lothian-vjb.gov.uk/contact/</a>   |
| The Assessor & ERO and the Department        | <a href="http://www.lothian-vjb.gov.uk/equalities/">www.lothian-vjb.gov.uk/equalities/</a>   |
| The Board                                    | <a href="http://www.lothian-vjb.gov.uk/the-board/">www.lothian-vjb.gov.uk/the-board/</a>   |
| Other Assessors                              | <a href="http://www.saa.gov.uk">www.saa.gov.uk</a>   |
| Model Public Scheme and Guide to Information | <a href="http://www.lothian-vjb.gov.uk/wp-content/uploads/Documents/FOI/LVJB-Model_Publication_Scheme.pdf">www.lothian-vjb.gov.uk/wp-content/uploads/Documents/FOI/LVJB-Model_Publication_Scheme.pdf</a> |
| Scheme of Corporate Governance               | <a href="http://www.lothian-vjb.gov.uk/corporate-governance/">www.lothian-vjb.gov.uk/corporate-governance/</a>   |



## CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

### Class description:-

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

| The information we publish under this class | How to access it   |
|---|--|
| Valuation Roll                              | <a href="http://www.lothian-vjb.gov.uk/valuation/">www.lothian-vjb.gov.uk/valuation/</a><br><a href="http://www.saa.gov.uk">www.saa.gov.uk</a>   |
| Council Tax                                 | <a href="http://www.lothian-vjb.gov.uk/council-tax/">www.lothian-vjb.gov.uk/council-tax/</a> <a href="http://www.saa.gov.uk/">www.saa.gov.uk/</a>  |
| Electoral Register                          | <a href="http://www.lothian-vjb.gov.uk/electoral/">www.lothian-vjb.gov.uk/electoral/</a>   |
| Corporate and Service Plans                 | <a href="http://www.lothian-vjb.gov.uk/corporate-governance/">www.lothian-vjb.gov.uk/corporate-governance/</a>   |
| Valuation Practice Notes                    | <a href="http://www.lothian-vjb.gov.uk/practice-notes/">www.lothian-vjb.gov.uk/practice-notes/</a>   |
| Appeal procedures                           | <a href="http://www.lothian-vjb.gov.uk/valuation-appeals/">www.lothian-vjb.gov.uk/valuation-appeals/</a><br><a href="http://www.lothian-vjb.gov.uk/council-tax/">www.lothian-vjb.gov.uk/council-tax/</a><br><a href="http://www.lothian-vjb.gov.uk/valuation-appeal-panel/">www.lothian-vjb.gov.uk/valuation-appeal-panel/</a> |
| Appeal Hearings                             | <a href="http://www.lothian-vjb.gov.uk/valuation-appeals/">www.lothian-vjb.gov.uk/valuation-appeals/</a><br><a href="http://www.lothian-vjb.gov.uk/council-tax/">www.lothian-vjb.gov.uk/council-tax/</a><br><a href="http://www.lothian-vjb.gov.uk/valuation-appeal-panel/">www.lothian-vjb.gov.uk/valuation-appeal-panel/</a> |

## CLASS 3: HOW WE MAKE DECISIONS AND WHAT WE HAVE DECIDED

### Class description:-

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

| The information we publish under this class | How to access it   |
|---|--|
| Board agendas, minutes and reports          | <a href="http://www.lothian-vjb.gov.uk/board-minutes/">www.lothian-vjb.gov.uk/board-minutes/</a> |

## CLASS 4: WHAT WE SPEND AND HOW WE SPEND 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).

| The information we publish under this class    | How to access it   |
|--|--|
| Standing Orders and Financial Regulations      | <a href="http://www.lothian-vjb.gov.uk/corporate-governance/">www.lothian-vjb.gov.uk/corporate-governance/</a> |
| Audited Accounts                               | <a href="http://www.lothian-vjb.gov.uk/board-minutes/">www.lothian-vjb.gov.uk/board-minutes/</a>               |
| Annual Budget Reports and Financial Statements | <a href="http://www.lothian-vjb.gov.uk/board-minutes/">www.lothian-vjb.gov.uk/board-minutes/</a>               |

## CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

### Class description:-

Information about how we manage the human, physical and information resources of Lothian Valuation Joint Board and the Assessor of Lothian Valuation Joint Board.

| The information we publish under this class | How to access it   |
|---|--|
| Human Resource Policies                     | <a href="http://www.lothian-vjb.gov.uk/policies">www.lothian-vjb.gov.uk/policies</a> |

## CLASS 6: HOW WE PROCURE 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   |
|---|--|
| Standing Orders and Financial Regulations   | <a href="http://www.lothian-vjb.gov.uk/corporate-governance/">www.lothian-vjb.gov.uk/corporate-governance/</a> |

## CLASS 7: HOW WE ARE PERFORMING

### Class description:-

Information about how we perform as an organisation, and how well we deliver our functions and services.

| The information we publish under this class                   | How to access it   |
|---|--|
| Assessor's Quarterly Progress Report Assessor's Budget Report | <a href="http://www.lothian-vjb.gov.uk/board-minutes/">www.lothian-vjb.gov.uk/board-minutes/</a> |

## 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 eg bookshop, museum or research journal.

| The information we publish under this class | How to access it |
|---|------------------|
| None  |                  |

## CLASS 9: OUR OPEN DATA

### Class description:-

Open Data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open data licence.

| The information we publish under this class   | How to access it  |
|---|---|
| Council Tax Bands per Local Authority area  | <a href="https://www.saa.gov.uk/general-statistics/">https://www.saa.gov.uk/general-statistics/</a> |
| Number and total value of Valuation Roll subjects per Local Authority area                            |   |
| Number and total value of Valuation Roll subjects per Local Authority area by Property Classification |   |

### HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not contained in our Guide to Information, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 2018 (DPA) and General Data Protection Regulations (GDPR) provides a right of access to any personal information we hold about you. Again, these rights are subject to certain exceptions or exemptions.

The Assessor and Electoral Registration Officer  
Lothian Valuation Joint Board  
17A South Gyle Crescent  
EDINBURGH  
EH12 9FL  
E-mail: [assessor@lothian-vjb.gov.uk](mailto:assessor@lothian-vjb.gov.uk)  
Telephone number: 0131 344 2500

### CHARGES FOR INFORMATION WHICH IS NOT AVAILABLE UNDER THE SCHEME:-

The charges for information which is contained in the Guide to Information are set out above. If you submit a request to us for information which is not contained in the Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

#### **CHARGES FOR ENVIRONMENTAL INFORMATION:-**

- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.
- Charges are calculated on the basis of the actual cost to the authority of providing the information.
- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- The first £100 worth of information will be provided to you without charge.
- Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

#### **REQUESTS FOR YOUR OWN PERSONAL DATA:-**

- 1) You are entitled to request your personal data from the Assessor free of charge. However, GDPR 15(3) The controller shall provide a copy of personal data undergoing processing. For any further copies requested by a data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes a request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic format.

## **CONTACT US**

Should you wish to contact us about any aspect of this Scheme, the information we publish, or about information that is not contained within the guide, please use the contact information noted below:

The Assessor and Electoral Registration Officer

Lothian Valuation Joint Board  
17A South Gyle Crescent  
Edinburgh  
EH12 9FL

E-mail – [assessor@lothian-vjb.gov.uk](mailto:assessor@lothian-vjb.gov.uk)

Telephone No - 0131 344 2500

We will 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.