The Scottish Parliament and Scottish Parliamentary Corporate Body

Publication Scheme

as required by Section 23 of the Freedom of Information (Scotland) Act 2002

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THE SCOTTISH PARLIAMENT AND SCOTTISH PARLIAMENTARY CORPORATE BODY PUBLICATION SCHEME

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FOREWORD

Openness is one of the founding principles of the Scottish Parliament.

Scotland's Parliament should be accessible, open and responsive, and have in place procedures which make it possible for a participative approach to the development, consideration and scrutiny of policy and legislation. Our Parliament already publishes a large proportion of the information it produces. In drawing up this Publication Scheme, we have also had regard to the public interest in the information we hold.

I am keen to ensure that the Parliament continues to operate in this way, though it is right we balance this desire to be open with considerations of operational effectiveness.

I believe the Scheme reflects our commitment to openness. Over time, we hope that the Parliament will be regarded as a leading example and a model Scottish public authority in the way it responds to the freedom of information regime in Scotland.

Alex Fergusson
Presiding Officer

INTRODUCTION

The Scottish Parliament was established under the Scotland Act 1998 (http://www.opsi.gov.uk/acts/acts1998/ukpga_19980046_en_1).

Its main functions are:

- to hold the Scottish Government to account through oral and written questions, and through scrutiny of its policies in the committees;
- to make laws on devolved matters by examining, amending and voting on Bills and to scrutinise subordinate legislation made by the Scottish Ministers;
- to debate important topical issues;
- to conduct inquiries and publish reports.

The Scottish Parliamentary Corporate Body (the SPCB) is responsible for ensuring that the Parliament is provided with the property, staff and services required for the Parliament's purpose. To carry out these functions the SPCB considers and makes decisions on a wide range of issues to do with the running of the Parliament including; the allocation of the budget; staffing; the use and security of parliamentary facilities and the provision of services to MSPs.

The Freedom of Information (Scotland) Act 2002 requires that the Scottish Parliament and the SPCB produce a Publication Scheme. It is impractical to make a distinction between the information held by the Scottish Parliament and the Scottish Parliamentary Corporate Body and therefore the information contained within this Publication Scheme includes information held by both.

BACKGROUND

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 (the FOI Act) (http://www.opsi.gov.uk/legislation/scotland/acts2002/asp_20020013_en_1) introduced a statutory right of access by any individual to all types of recorded information held by a wide range of Scottish public authorities. This right of access was brought into force for the Scottish Parliament, the Scottish Government and other Scottish public authorities on 1 January 2005.

The FOI Act is enforced by the Scottish Information Commissioner (www.itspublicknowledge.info). The Commissioner is independent of both the Scottish Parliament and Scottish Government.

Responsibility for the Publication Scheme

Overall responsibility for this publication scheme lies with the Clerk/Chief Executive of the Scottish Parliament.

Contact details are as follows:

Paul Grice
Clerk/Chief Executive
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 5255 (RNID Typetalk calls welcome)
Fax: 0131 348 5259

Day to day responsibility for the scheme lies with the Freedom of Information Specialist.

Contact details are as follows:

Claire Turnbull
Freedom of Information Specialist
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 6913 (RNID Typetalk calls welcome)
Textphone: 0845 270 0152
Fax: 0131 348 5378
E-mail: foi.officer@scottish.parliament.uk

The Publication Scheme

Section 23 of the FOI Act 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 published; and
- whether the published information will be made available to the public free or on payment of a charge.

A Publication Scheme must be approved by the Commissioner. This Publication Scheme received the approval of the Commissioner on 3rd July 2008on 3rd July 2008.

The Scheme refers to information which the Parliament and SPCB already publishes or intends to publish. Publish can mean make available to the public in a variety of ways, including: electronically (such as on our website) or hard copy (such as printed leaflets, booklets, brochures or books, etc., videos, DVD, and CD ROMs or other audio or visual recordings, including photographs, etc).

From a practical point of view, in very limited circumstances (e.g. where the information is contained in bulky or voluminous documents) the right of access will be by inspection. Information that can only be accessed by inspection consists of records of old entries in the Register of Members' Interests; lengthy public petitions and very bulky plans and drawings relating to Holyrood which are held in storage. Please see p31 for further information about accessing the Register of Members' Interests.

The 'duty to assist'

Section 15 of the FOI Act places Scottish public authorities under an obligation to provide advice and assistance to a person who proposes to make, or has made, a request for information, so far as it is reasonable to expect it to do so. We will endeavour to help members of the public to make a request and to help those who have made requests to identify and locate the information they are seeking. If the information is otherwise accessible, we will provide advice as to where it may be obtained.

HOW TO USE THIS PUBLICATION SCHEME

The Publication Scheme

Information made generally available under this Scheme is divided into six broad categories:

- Parliamentary Business (What the Scottish Parliament does)
- Procedure (How the Scottish Parliament works)
- Members of the Scottish Parliament (MSPs)
- Visit, Learn and Interact (The Scottish Parliament and the wider community)
- News, Media and Events
- About the Parliament (Corporate information)

The attached Annex A lists the classes of information available under these categories by describing the information, frequency of publication, where, how or in what format it can be obtained and whether or not there is a charge. Annex B is an A to Z list of these classes.

General enquiries

We are happy to respond to general enquiries made in person, in writing or by telephone. Much of the information in this Publication Scheme is already available (e.g. on the our website, in Partner Libraries, in printed form, etc.) without the need for you to contact the Parliament, though for certain items (e.g. items which may need to be posted or information which is available for inspection only) you may need to contact us to make appropriate arrangements.

We can provide you with information about making requests under this Scheme and provide you with further information about specific publications or assist you if you cannot find the information you are looking for here.

Contact details are as follows:

The Public Information Service
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0845 278 1999
0131 348 5000 (RNID Typetalk calls welcome)
Textphone: 0845 270 0152
Fax: 0131 348 5601

E-mail: sp.info@scottish.parliament.uk

The Partner Library Network

We have also established a network of Partner Libraries (http://www.scottish.parliament.uk/vli/partners/libraries/index.htm) throughout Scotland and many enquiries can be dealt with through such Libraries. Most information is available in printed form and on our website - most Partner Libraries offer free access to our website. Please contact the Public Information Service for further details.

HOW TO ACCESS INFORMATION USING THIS PUBLICATION SCHEME

Information available in electronic formats

A substantial amount of information contained in this Publication Scheme is available on our website, the address of which is:

www.scottish.parliament.uk

The website has a search function to assist you in locating the information you are seeking.

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

You may also be able to access the internet at one of the Partner Libraries as mentioned above or at your local library.

If you do not have access to the internet or are unable to get to a Partner Library you may contact us and request the information in paper form. A charge may be required for hard copy material (please refer to the Charging Section on p11).

Other media

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

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

A charge may be required for items produced on such media (please refer to the Charging Section on p11).

Information available in hard copy

Information in this Scheme which is available from us in paper form is indicated by the following symbol:

A charge may be required for hard copy material (please refer to the Charging Section on p11).

Information in this Scheme which is available by way of inspection (e.g. because it is bulky or voluminous) is indicated by the following symbol:

If you wish to view such information, please contact the Freedom of Information Specialist (contact details are on page 4) so we can make suitable arrangements for your visit.

CHARGING

Information available free of charge

Much of the information contained in this Publication Scheme is available free of charge. Examples include:

- Information available on the Scottish Parliament's website.
- Free leaflets, bulletins, booklets, news releases, etc. produced by the Scottish Parliament and made available to the general public.

The full text of Acts of the Scottish Parliament and Explanatory Notes since 1999, plus the full text of secondary legislation is available free of charge on the website of the Office of Public Sector Information (www.opsi.gov.uk).

Information in respect of which charges may apply

Charges may apply to (i) information provided by us; (ii) information published by the Scottish Parliament print contractors and (iii) information produced by the Stationery Office.

We will advise you if a charge will apply to the information you have requested at the time of your request and provide 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 impose charges 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.

Details of the Parliament's charges for information are as follows:

- Hard copy material: A charge of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy) may be applied.
- Computer discs/CD ROMs: A charge of £1 per CD-Rom may be applied.
- DVDs: A charge of £15 per DVD may be applied. This charge includes the actual cost of the DVD, retrieval of the information from archive, recording the required information and labelling the DVD.
- Video/photographic/other media: Charges will depend on the nature of the information sought and we will confirm these to you on receiving your request. For charges relating to archived television recordings of Parliamentary proceedings and selected picture stills please contact the Broadcasting and Production Services office on 0131 348 5150.

- Books, 'glossy' or other bound paper documents: These items may have a retail price, which will be charged to you. We will confirm whether this is the case at the time of your request.

- Postage Costs: We may pass on to you the cost to us of sending the information by second class post unless otherwise specified.

Enquiries about charges should be addressed to the Public Information Service.

(ii) Information published by the Scottish Parliament print contractors

Some of the information in this Scheme is published by our print contractors and, where appropriate, this is indicated in the relevant entry in Annex A. Our print contractors may make a charge for published information (please see the table on p 13). If we hold the information, subject to there being no copyright issues, we will usually be able to print it out and send it to you in hard copy in line with the charging structure set out in on p11 of this publication scheme.

Information in the Scheme to which this applies is indicated by the following symbol:

Ⓟ

Contact details of print contractors are as follows:

RR Donnelly

RR Donnelly distributes and supplies a range of official parliamentary publications (e.g. hard copies of committee reports and the official report of meetings, etc.). Much of the information printed by RR Donnelly and listed in this Scheme is available in hard copy through Blackwell's Bookshops (located throughout the UK) or from other booksellers. More information (including how to order on-line) can be found on Blackwell's website or by contacting them direct:

Blackwell's Bookshop
53 South Bridge
Edinburgh
EH1 1YS

Telephone: 0131 622 8222
Website: www.blackwell.co.uk

All trade orders for Scottish Parliament documents should be placed through Blackwell's Edinburgh.

Blackwell's Scottish Parliament Documentation Helpline may be able to assist with additional information on publications of or about the Scottish Parliament, their availability and cost:

Telephone: 0131 622 8283 or
0131 622 8258
Fax: 0131 557 8149
E-mail: business.edinburgh@blackwell.co.uk

(iii) Information produced by the Stationery Office

Some items are available from The Stationery Office (TSO), primarily the CD Rom version of the Journal, Official Report and Written Answers Report and paper copies of the full text of Acts of the Scottish Parliament and Explanatory Notes since 1999. There may be a charge for this information. Please see the table below.

More information (including how to order on-line) can be found by contacting the Stationery Office direct:

The Stationery Office
71 Lothian Road
Edinburgh
EH3 9AZ

Telephone: 0870 606 5566
Fax: 0870 606 5588
Textphone: 0870 240 3701
Website: www.tso.co.uk
E-mail: edinburgh.bookshop@tso.co.uk

Table of charges in respect of information produced by the Scottish Parliament print contractors and the Stationery Office

Note: prices are correct at the time of publication and which may be subject to change.

Fixed Price Publications	Current Price
Official Report	£5.00
Written Answers Report	£3.75
Scottish Parliament Annual Report	£5.00
Scottish Parliament Bibliography	£7.50
Fixed Price per page	
Business Bulletin	15p per page

Numbered Reports and Scottish Parliament Papers	15p per page
Bills	15p per page
Acts & Explanatory Notes	information is available direct from the Stationery Office

Charges For Information (Including Environmental Information) Which Is Not Available Under This Scheme

If the information you seek is not set out in this publication scheme, 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 1998 (DPA) provides a right of access to any personal information about you that we hold. These rights are subject to certain exemptions.

General information and environmental information requests :

There will be no charge for information requests which cost £100 or less to process. Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost.

We are not obliged to respond to general requests which cost more than £600 to process. In the case of requests for environmental information, where it would cost more than £600 to provide the information to you, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

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 and charges may be made for locating, retrieving and providing information.

A charge may be made for photocopying of 10p per A4 sheet for black and white copying and 30p per A4 sheet for colour copying. If you wish to receive information in other formats, we may apply a charge of £1 per CD-Rom and £15 per DVD. We may also pass on to you the cost of sending the information by second class post, unless otherwise specified.

In the event that we decide to make a charge we will provide you with notification of this charge (A fees notice) and how it has been calculated. You will then 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 on payment and if you decide not to proceed with the request there will be no charge.

INFORMATION AVAILABLE IN SPECIFIC LANGUAGES OR 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.

Airson fiosrachaidh ann an cànanan eile seach Beurla no ann an cruth eile (m.e. ann am Braille, ann an clò mòr, air teip fhuaim no ann an cruth eadar-dhealaichte coimpiutair), sgrìobhaibh thugainn dhan seòladh os cionn no cuiribh fios thugainn le facs no post-D. Tha sinn a’ cur fàilte air sgrìobhaidhean ann an cànan sam bith.

ইংরেজী ছাড়া অন্য কোন ভাষায় অথবা পাঠক উপযুক্ত অন্য কোন ধরনে (যেমন ধরুন, ব্রেইলে, মোটা হরফে, টেইপ-ক্যাসেটে অথবা কম্পিউটারের বিভিন্ন ফরমেটে) তথ্যের জন্য, দয়া করে উপরের ঠিকানায় আমাদের কাছে চিঠি লিখুন অথবা আপনার অনুসন্ধানের বিষয়টি সম্পর্কে আমাদের কাছে ফ্যাক্স পাঠান বা ইমেইল করুন। আমরা যে কোন ভাষায় লিখিত যোগাযোগকে স্বাগত জানাই।

للحصول على المعلومات بلغات أخرى غير اللغة الإنجليزية أو بهيئات وصيغ بديلة (لغة برايل أو بطباعة الحروف الكبيرة أو على أشرطة تسجيل صوتية أو بالصيغ الكومبيوترية المختلفة مثلاً) يرجى كتابة رسالة إلينا وإرسالها إلى العنوان المذكور أعلاه أو إرسال استفساراتكم إلينا عن طريق الفاكس أو البريد الإلكتروني. إننا نرحب بالرسائل المكتوبة مهما كانت اللغة المستخدمة في كتابتها.

对不是用英语写的信息，或者其它格式的信息（例如：盲文、大体字、录音带或者各种电脑格式），请写信至以上地址或者用传真、电子邮件将您的要求发给我们。我们欢迎您用任何语言给我们写信。

ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਜਾਂ ਵੱਖਰੇ ਰੂਪ (ਉਦਾਹਰਨ ਵਜੋਂ, ਬਰੇਲ, ਵੱਡੀ ਛਪਾਈ, ਸੁਣਨ ਕਈ ਕਿਸਮ ਦੇ ਕੰਪਿਊਟਰ ਵਾਲੇ ਰੂਪ) ਵਿਚ ਜਾਣਕਾਰੀ ਲਈ, ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਉਪਰਲੇ ਪਤੇ ਤੇ ਆਪਣੀ ਪੁੱਛ ਗਿੱਛ ਫ਼ੈਕਸ ਜਾਂ ਈ ਮੇਲ ਰਾਹੀਂ ਭੇਜੋ। ਅਸੀਂ ਚਿੱਠੀ ਪੱਤਰ ਦਾ ਸਾਰੀਆਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਹਾਂ।

ں زبانوں یا متبادل ترتیب بندی (مثال کے طور پر بریل، بڑی طباعت، آڈیو ٹیپ یا مختلف طرز کے کمپیوٹر مواد (فارمیٹ)) میں معلومات حاصل کرنے کے لئے برائے ت پر ہمیں خط لکھیں یا اپنی انکوائری کو بذریعہ فیکس یا ای میل بھیجیں۔ ہم کسی بھی زبان میں خط و کتابت کا خیر مقدم کرتے ہیں۔

EXEMPTIONS AND INFORMATION NOT COVERED BY THE PUBLICATION SCHEME

We aim to be as open as possible. However, the classes of information listed in Annex A do not include information which is personal information under the Data Protection Act 1998 or information where disclosure is prohibited by law.

Please note information held by the Scottish Parliament and SPCB but not contained in this Publication Scheme may still be requested under the FOI Act. Requests can be made to the Public Information Service at the address shown on page 6 or to the FOI mailbox: foi.officer@scottish.parliament.uk

In some circumstances we will withhold information where it is exempt under the FOI Act. Where this is the case we will indicate why the information has been withheld. If you wish to complain about information which has been withheld from you, please read the Feedback, Review and Appeal section below.

The FOI Act 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.

PERSONAL INFORMATION

The Data Protection Act 1998 (DPA) gives individuals the right to request access to the personal data that we hold about them. The FOI Act exempts from disclosure information which is personal data of the individual requester. Requests under the DPA for personal data are known as Subject Access Requests. A Subject Access Request under the DPA should be made in writing (including e-mail) and should be addressed to the Freedom of Information Specialist who also deals with data protection matters. Please include your full name and contact details in any correspondence. It would be very helpful to be as specific as possible about the personal data that you seek. Contact details are as follows:

Claire Turnbull
Freedom of Information Specialist
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 6913 (RNID Typetalk calls welcome)
Textphone: 0845 270 0152
Fax: 0131 348 5378
E-mail: dataprotection@scottish.parliament.uk

ARCHIVING POLICY

A framework for the selection, preservation, provision and eventual destruction of appropriate records has been agreed between the Scottish Parliament and the National Archives of Scotland. This is set out in a Memorandum of Understanding. The mutual goal is to create a permanent record of the activities and interactions of the Scottish Parliament and to make this accessible as a resource for current and future generations.

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;
- Journals of the Scottish Parliament;
- Committee Reports of the Scottish Parliament;
- Written Answers Report;
- The Business Bulletin;
- What's Happening In the Scottish Parliament (WHISP); and
- Parliamentary videos.

More information about Parliamentary copyright can be found at www.oqps.gov.uk/copyright/scotparli_copyright.htm. The supply of documents under the FOI Act, whether that is subject to Parliamentary or other copyright, does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public. Brief extracts of any of the material included in the Scheme may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (section 29 and 30) for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. Individuals are therefore authorised to copy or download text or images to file or printer for their own individual use.

Bona fide media organisations are authorised to reproduce pictures for the purposes of parliamentary reporting, subject to conditions. These conditions are that there shall be no distortion of images in reproduction; no use for satirical purposes; no use in caption type competitions; and an acknowledgement of the source shall be printed i.e. © Scottish Parliamentary Corporate Body.

Any other proposed reproduction (for example, commercially or for circulation for education purposes, etc.) may require the consent of the Copyright Unit of the Office of the Queen's Printer for Scotland, which administers copyright on behalf of the SPCB.

Contact details are as follows:

The Copyright Unit
Office of the Queen's Printer for Scotland
St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Telephone: 01603 621000
Fax: 01603 723000
E-mail: licensing@oqps.gov.uk

The Scottish Parliament logo

The Scottish Parliament logo, comprising the badge and / or the graphic device consisting of the words "The Scottish Parliament" / "Pàrlamaid na h-Alba" is the property of the SPCB and cannot be reproduced without the prior approval of the SPCB.

FEEDBACK, REVIEW AND APPEAL

Feedback

Feedback and any comments on the Scheme, including on the accessibility of information contained in it, will be welcomed and considered carefully by the Freedom of Information Specialist during future revisions of the Scheme.

Contact details are as follows:

Claire Turnbull
Freedom of Information Specialist
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 6913 (RNID Typetalk calls welcome)
Textphone: 0131 348 3415
Fax: 0131 348 5378
E-mail: foi.officer@scottish.parliament.uk

Complaints

If you are dissatisfied with accessibility of information in this Publication Scheme or the way in which we have dealt with your enquiry, then you may wish to raise the matter with the Freedom of Information Specialist at the above address.

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner.

Contact details are as follows:

The Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610
Fax: 01334 464611
Website http://www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info

ANNEX A

INFORMATION AVAILABLE

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INFORMATION AVAILABLE

EXPLANATION OF SYMBOLS

Available on the Scottish Parliament website

Available in hard copy. Please contact the Scottish Parliament to request a copy.

Available on CD or DVD ROM. Please contact the Scottish Parliament for details.

Available on video (VHS PAL, though some other formats/systems may be available). Please contact the Scottish Parliament for details.

Available by way of inspection. Please contact the Scottish Parliament for details (e.g. to arrange an appointment to view or, if necessary, to discuss other possible access or availability options).

Some information in this class may be produced in, languages other than English or alternative formats such as Braille, audio tape, large print or various other computer formats such as a CD Rom. Please contact the Scottish Parliament for details.

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Information published (in paper or electronic format) by our print contractors. Please contact the Scottish Parliament for details.

1. PARLIAMENTARY BUSINESS

Business Bulletin

The Business Bulletin of the Scottish Parliament is produced each day and details the current, future and past business of the Parliament. It includes a note of decisions of the Parliamentary Bureau. Daily issues and previous copies are available.

This Week in the Scottish Parliament

Weekly business listings summary for media and public.

What's Happening In the Scottish Parliament (WHISP)

What's Happening In the Scottish Parliament (WHISP) was a weekly publication providing information on the work of the Scottish Parliament. Weekly issues and previous copies are available up to 3 July 2004. The September 2001 issue of WHISP included the A-Z Glossary of the Scottish Parliament. Please note that WHISP is no longer published.

Official Report

The Official Report is the substantially verbatim report of meetings of the Scottish Parliament and its Committees. Terms of reference, including the definition of 'substantially verbatim', were published in Business Bulletin 4/1999 on 19 May 1999. A leaflet on the Official Report is available on the Parliament's website here.

Reports of meetings of the Scottish Parliament are published at 8am on the working day after the meeting. Reports of Committee meetings are published as soon as possible after meetings according to agreed deadlines.

Televised proceedings of the Scottish Parliament

Televised proceedings of all the public business of the Scottish Parliament, including committees, is broadcast live on the Scottish Parliament's website and most material is archived online for up to one month. After one month, all main chamber recordings and most committee sessions are permanently archived offline. Copies of recordings and selected picture stills extracted

from these recordings are available. For current charges, please contact the Broadcasting and Production Services office on 0131 348 5150.

Public re-use of the material is subject to copyright law and also governed by the provisions of Scottish Parliament's Rules of Coverage (which is also available).

Minutes of Proceedings

The Minutes of Proceedings are the formal record of the business and decisions made by the Scottish Parliament, produced for each meeting of the Parliament and its Committees. The Minutes for meetings of the Scottish Parliament are published at 8:00am on the working day after the meeting. Minutes for Committee meetings are published as soon as possible after meetings according to agreed deadlines.

Journal

The Journal is the authoritative record of the decisions of the Scottish Parliament and is essentially a compendium of the Minutes of Proceedings for meetings of the Parliament. The Journal will normally cover a parliamentary year.

Written Answers Report

The Written Answers Report, which is part of the Official Report, contains the text of all questions lodged by MSPs for written answer and the answers given by Ministers, the Presiding Officer, or MSPs on behalf of the SPCB. A complete list of questions and answers is normally published on the day after the answers have been received. The weekly list of questions and answers is also published.

Bills

The Scottish Parliament publishes every Bill introduced in the Scottish Parliament. Documents available will vary according to the Stage reached but 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.

Ⓟ

Please note: Acts of the Scottish Parliament and Explanatory Notes since 1999, plus the full text of Secondary Legislation is otherwise available free of charge on the website of the Office of Public Sector Information (www.opsi.gov.uk). Copies of Acts of the Scottish Parliament are available from The Stationery Office for which there will be a charge.

Passage of the Bill volumes

The Scottish Parliament publishes, for each Bill which is enacted, a bound volume comprising all documents relating to the passage of the 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). These volumes are not available on the Parliament's website as all documents contained within are available themselves.

Ⓟ

Scottish Statutory Instrument Tracker Report

Document available on the web page of the Subordinate Legislation Committee.

Motions and Amendments

A full list of current motions and amendments is available on the Parliament's website. Previous motions and amendments can be accessed via the motions search facility on the website.

Committees

Membership, remit and details of forthcoming meetings.

Papers for Committee Meetings

Papers for each Committee meeting, with the exception of private papers.

Minutes of Committee Meetings

Minutes of decisions made by the Committees of the Scottish Parliament.

Committee Reports

Copies of all final Committee reports on legislation, subordinate legislation and inquiries.

Committee Conveners Group

Remit, membership and note of decisions taken by the Conveners Group.

Public Petitions

The text of Public Petitions which have been submitted to and accepted by the Scottish Parliament. Petitions with appended names of petitioners are voluminous documents and so these are available for inspection only. Please see p 5 for further details about inspection of documents.

Brussels Bulletin

The Brussels Bulletin is published fortnightly by the European and External Relations Committee. It is available via the following web page:
http://www.scottish.parliament.uk/s3/committees/europe/BrusselsBulletin.htm

SPICe Briefings

Briefings published by the Scottish Parliament Information Centre (SPICe) providing background briefing primarily on devolved policy issues and on Scottish Parliament bills. These include 'research notes', 'research papers', ‘Subject Maps’ and ‘Inter-Parliamentary Research and Information Network Briefings’.

Fact Sheets

Papers published by the Scottish Parliament Information Centre (SPICe) providing lists of MSPs and other Parliamentary reference information.

Scottish Parliament Glossary

The September 2001 issue of WHISP included an A-Z Glossary of the Scottish Parliament. Designed to assist in the understanding what happens in the Scottish Parliament, it explains the main words and phrases used in parliamentary proceedings and activity.

Scottish Parliament Bibliography

A bibliography of Scottish Parliament publications, statutory publications and material scrutinised by the Scottish Parliament is published on an annual basis with a six-month supplement.

Scottish Parliament Annual Report

The annual report contains details on activities undertaken by the Scottish Parliament for the period identified on it.

Annual Reports of Committees of the Scottish Parliament

Each committee of the Scottish Parliament produces an annual report detailing activity over the parliamentary year.

Annual Statistics of the Scottish Parliament

A report was compiled annually, up until 2002, containing statistics relating to MSPs, plenary business, committees, legislation, MSPs' allowances and access to the Scottish Parliament.

2. PARLIAMENTARY PROCEDURES

(How the Scottish Parliament works)

Standing Orders of the Scottish Parliament

The Standing Orders govern how the Scottish Parliament must conduct its business. This document is revised from time to time to reflect changes agreed by the Parliament (on the recommendation of the Standards, Procedures and Public Appointments Committee). Recent revisions are available on the Parliament's website in PDF format to enable those with a paper copy of the document to replace the relevant loose-leaf pages.

Guidance on Parliamentary Questions

Guidance intended to support and expand on the Standing Orders of the Scottish Parliament in relation to the processing of Parliamentary Questions.

Guidance on Motions

Guidance intended to support and expand on the Standing Orders of the Scottish Parliament in relation to the processing of motions.

Guidance on Committees

Guidance on the operation of the Scottish Parliament's committee structure.

Amendments to Executive Bills: Guidance

Explains how external organisations and individuals can contribute to the process of scrutinising and amending legislation being considered by the Scottish Parliament.

Guidance on Public Bills

Guidance on the proper form of and procedures for Public Bills (i.e. Scottish Executive, members' and committee bills) in the Scottish Parliament.

Guidance on Private Bills

Guidance on the proper form of and procedures for Private Bills in the Scottish Parliament.

Information for Objectors to Private Bills

Introductory information for those wishing to object to a Private Bill introduced in the Scottish Parliament. The information is normally enclosed with the notification letter to all individuals who are affected by the Private Bill.

How to Submit a Public Petition

Guidance designed to help members of the public submit petitions to the Scottish Parliament in a form which is admissible.

Appearing before a Scottish Parliament Committee – what you need to know

Information providing general background guidance on an invitation to give evidence to a committee of the Scottish Parliament.

Protocol between Committee Clerks and the Scottish Government

Protocol to set out a shared understanding of how the committees and the Scottish Government should work together.

3. MEMBERS OF THE SCOTTISH PARLIAMENT (MSPs)

MSPs

Biographies of MSPs, together with public contact details.

Register of Members' Interests (current entries)

Current entries in the Register of Members' Interests are available in respect of each MSP from the Scottish Parliament website. We will consider providing hard copy extracts of current entries, as requested. In accordance with section 11 of the Interests of Members of the Scottish Parliament Act 2006, current entries in the Register are also available for inspection.. .

Register of Members' Interests (old entries)

Every time a MSP amends their entry in the Register, the old entry is destroyed and a new entry is created. This means that over the lifetime of the Parliament, a large amount of old entries in the Register have been accumulated. Under section 10 of the Interests of Members of the Scottish Parliament Act 2006, copies of old entries are retained for 5 years. Given the volume of information, old entries are available for inspection only. Please see p5 for information about inspecting documents.

Cross-Party Groups

Purpose, membership (including office holders) and information on forthcoming Cross-Party Group meetings.

Guidance to Cross-Party Groups

Guidance, issued by the Standards Committee, on the procedures to be followed during and after dissolution of the Scottish Parliament.

Code of Conduct for MSPs

Code of Conduct designed to assist MSPs in the discharge of their duties to the Scottish Parliament, their constituents and the general public.

Complaints against MSPs

Details of the procedure on how to lodge a complaint about the conduct of an MSP to the Scottish Parliamentary Standards Commissioner.

MSP Allowances

Information on MSP allowances is published online as a searchable database on a quarterly basis. If you don't have internet access we will be happy to direct you to your nearest Partner Library where the information can be accessed online.

Allowances Scheme and Rates

The Allowances Scheme which makes provision for the payment of allowances to MSPs and details the rules and code governing the use of allowances together with details of allowances rates.

Scottish Parliament Salaries Scheme & Party Leaders' Allowances Scheme

The Scottish Parliament Salaries Scheme provides details of salary scales, uprating and review mechanisms for MSPs, Parliamentary office holders, members of the Scottish Government and Junior Scottish Ministers.

The Scottish Parliament Party Leader's Allowances Scheme makes provision for the payment of allowances to qualifying Party Leaders and details the rules and code governing the use of this allowance.

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.

MSPs' Surveys

Report of the surveys carried out in 2002 and 2005 of MSPs and their staff on their use and satisfaction with services provided to them in the Scottish Parliament.

Guidance on the Use of Parliamentary Resources During a UK Election Campaign

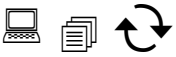
Guidance for Members and Their Staff During an Election Campaign

Guidance circulated to MSPs concerning use of Parliamentary resources during elections.

4. VISIT, LEARN, INTERACT

Visitor Information

Guidance providing information on planning a visit to the Scottish Parliament, including attending plenary or committee meetings and other access arrangements which are also highlighted within Public Information as Holyrood is open to members of the public.



General information and educational resources

Leaflets, factsheets and videos containing information about the history and functions of the Scottish Parliament, its building and services such as the Partner Libraries network, Education Service and Official Report.

Curriculum based materials for teachers and young people, classroom resources, educational games and other resources for young people.

About Holyrood

Information on the Holyrood building, including the building's architecture and design, the history of the building project and an archive of photos and images, much of which is available on the Scottish Parliament's website. If information is held in a format which cannot be provided on our website, it may be available for inspection.

Parliamentary Information Films

A range of Scottish Parliament related information films produced using the Parliamentary archive, specifically filed material and other archive material. Most of these films are available online at the Scottish Parliament website and all are available on video or DVD.

Public re-use of the material in the films is subject to copyright law. Where a copyright licence prevents the Scottish Parliament from further copying a limited edition Parliamentary information film, arrangements will be made to enable the viewing of the film requested.

How to Submit a Public Petition

Guidance is designed to help members of the public submit petitions to the Scottish Parliament in a form which is admissible.

Freedom of Information Disclosure Log

The log lists information which has been released in response to requests for information under the FOI Act. Responses can be obtained by contacting the Parliament's Freedom of Information Specialist.

Freedom of Information Steering Group minutes

Minutes of the meetings of the Freedom of Information Steering Group.

Requests for personal information

Information on how to make a request for personal information held by the Scottish Parliament and the SPCB, including a leaflet produced in accordance with the DPA and the Information Commissioner's CCTV Code of Practice. The Scottish Parliament has also prepared a CCTV Code of Practice.

Sustainability

Includes information on the detailed environmental audit of the Holyrood building by the Building Research Establishment, information on the some of the building's specific environmental features, and the Parliament's Environment Policy which has been produced to address the impacts that the SPCB can control and influence, as it translates the theory of sustainable development into practical action.

5. NEWS, MEDIA AND EVENTS

News, Media and Events Channel

The News, Media and Events Channel of the Scottish Parliament's website guides reporters, broadcasters and photographers through the accreditation process both for full accreditation and day pass access. This section of the website also explains the rules governing media access to the Scottish Parliament.

Media Accreditation – SPCB terms and conditions

Gives details of the media accreditation at the Parliament.

Parliamentary and Committee News Releases

Parliamentary and Committee news releases.

Photographs

Images of the Scottish Parliament and copyright terms and conditions.

6. ABOUT THE PARLIAMENT (CORPORATE INFORMATION)

Minutes of meetings of the Scottish Parliamentary Corporate Body (SPCB)

Approved Minutes of meetings of the Scottish Parliamentary Corporate Body. Minutes from 29 May 2001 onwards are available.

Papers and Agendas for meetings of the Scottish Parliamentary Corporate Body (SPCB)

Papers and agendas for meetings of the Scottish Parliamentary Corporate Body will be published at the same time as the approved Minutes for the meeting, except those papers containing information which we consider may be exempt under the FOI Act. Papers and agendas from 29 May 2001 onwards are available.

Practices and procedures of the Scottish Parliamentary Corporate Body (SPCB)

Practices and procedures of the Scottish Parliamentary Corporate Body and information published to MSPs on portfolio arrangements.

Annual Report of the Scottish Parliamentary Corporate Body (SPCB)

The Scottish Parliamentary Corporate Body produces an annual report containing information on membership, property, services, staff and related matters, corporate governance and finance.

Annual Accounts of the Scottish Parliamentary Corporate Body (SPCB)

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.

The accounts include the independent auditor's report from the Auditor General for Scotland.

Papers and Agendas for meetings of the Directors' Group (DG)

Papers and agendas for meetings of the Directors' Group (from May 2003) will be published at the same time as the approved Minutes for the meeting, except those papers containing information which we consider may be exempt under the FOI Act.

Minutes of Meetings of the Directors' Group (DG)

Approved Minutes of meetings of the Directors' Group (from May 2003).

Archiving Policy

A Memorandum of Understanding with the National Archives of Scotland which provides an agreed framework for the selection, preservation, provision and eventual destruction of appropriate records.

Contracts

Details of current contract opportunities with the SPCB including tenders issued, current contract details, potential future contract opportunities, standard conditions of contract documents.

Procurement Policy Manual

Outline of the policy which applies to all procurements, e.g. goods, services (including consultancies and external research) and minor works.

SPCB Contractor Performance Management Manual

Contractor Performance Management (CPM) is the process that enables both parties to a contract to meet their obligations in order to deliver the objectives required from the contract. It also involves building a good working relationship between the SPCB and its Contractors.

Responsible Purchasing Strategy

The Responsible Purchasing Strategy identifies four areas of focus in the Parliament's procurement decision-making.

Forthcoming Contract Opportunities

Lists potential forthcoming procurement requirements.

Contractor Performance Management Manual

This shows the process that enables both parties to a contract to meet their obligations in order to deliver the objectives required from the contract.

Human Resources Strategy

The Human Resources Strategy outlines the Scottish Parliamentary Corporate Body's commitment to and ambitions for the parliamentary staff organisation.

Staff Handbook

The Staff Handbook provides information and advice for staff of the Parliamentary staff organisation about their terms and conditions of service. It sets out areas of personnel policy, procedures, pay scales and grades and best practice. A line manager's guide is also available.

Recruitment information

Job adverts, full job descriptions and selection criteria for all current externally advertised posts in the Parliamentary Staff Organisation and any Public Appointments administered by the Scottish Parliamentary Corporate Body.

Published information about recruitment procedures and application process, equal opportunities policies in relation to the recruitment process, information about the Scottish Parliamentary Corporate Body as an employer, general terms and conditions and information about placements and speculative applications.

Performance Management System

The Performance Management System sets out our performance priorities, goals and measures at the organisation, team and individual level. It also defines behavioural competency definitions outlining the standards expected of all members of the parliamentary staff organisation.

Training

The Training and Development Strategy outlines the training and development opportunities in place or in development to support the parliamentary staff organisation's annual management plan. An induction (welcome pack) for new entrants is also available.

Occupational health and safety policy

Occupational Health and Safety Policy information, as required by Health and Safety at Work Act 1974 (statement of intent, organisational responsibilities and procedures).

Equality Framework

The Equality Framework is a comprehensive equal opportunities policy for the Scottish Parliament as both an employer and service provider. The Equalities Framework consists of 13 documents , all available on the Parliament's website or alternatively by inspection.

Language Policy

This policy is the SPCB's response to the linguistic diversity that exists within Scotland.

Parliamentary Delegation Visits

Information about inward delegation visits to the Scottish Parliament (from January 2002) and outward official delegations of the Scottish Parliament (from January 2004), including list of visits and reports of outward delegations and major events. Events and visits are constantly changing; therefore we do not hold paper copies of this information as these would become out of date very quickly.

Commonwealth Parliamentary Association

Information (from 1 January 2004) about the Scotland Branch of the Commonwealth Parliamentary Association and its activities, including details of events and visits, agendas and minutes of the Executive Committee meetings and reports of outward delegations. Events and visits are constantly changing; therefore we do not hold paper copies of this information as these would become out of date very quickly.

Committee of the Regions

Summary reports (from 1 January 2004) of the Committee of the Regions' Commissions and Plenaries where an MSP has attended, or where an item of Scottish interest has been discussed.

Identity Guidelines

Standards and procedures on the use of the Parliamentary logo, including document design guidelines and identity guidelines.

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