

GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

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 Judicial Appointments Board for Scotland has adopted the [Model Publication Scheme 2015](#) produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019. You can see this scheme on our website at http://www.judicialappointmentsscotland.gov.uk/Policies/Freedom_of_Information 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 to 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. 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 will remove or redact the information before publication and explain why.

PLEASE NOTE: A significant proportion of the information that we hold is 'personal data'. The Data Protection Act, as a general rule, states that a person has a right to disclosure of information held relating to him/her it also recognises that there are valid reasons for withholding information. The Act also sets out a number of exemptions from disclosure some of which are absolute and some of which are subject to a public interest test. Section 38 of the Freedom of Information Act sets out the absolute exemptions where the information requested relates to personal data. In this context personal data has the same meaning as in the Data Protection Act 1998.

PLEASE NOTE: There is an exemption to the disclosure of personal data processed for the purpose of assessing suitability for judicial office under the Data Protection Act 1998.

Paragraph 3 of Schedule 7 DPA 1998 states that: **"Personal data processed for the purposes ofassessing any person's suitability for judicial office...are exempt from the subject information provisions."**

For the purposes of clarification, JABS regards the following information as "personal data processed for the purpose of assessing suitability for judicial office":

- **The identity of applicants**
- **Applicants' application forms;**
- **Applicants' scores at any stage of the assessment and selection process;**
- **Applicants' position on any merit list;**
- **Any notes made by Board Members at any stage of the assessment and selection process;**
- **Minutes of meetings where the assessment and selection of applicants has been mentioned;**
- **Referee/Consultees Comment Forms and related documentation;**

Such data is therefore exempt from disclosure under the Freedom of Information Act and cannot be disclosed.

Please note that the list above is not to be treated as exhaustive.

Copyright

Where the Judicial Appointments Board for Scotland 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 Judicial Appointments Board for Scotland does not hold the copyright in information it publishes, it will 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 except where there is a statutory fee. We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

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

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	20p

Information provided on CD-Rom will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class

When providing copies of pre-printed publications, we will 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:

The Judicial Appointments Board for Scotland
Thistle House
91 Haymarket Terrace
EDINBURGH
EH12 5HD

Telephone: 0131 528 5101

Email: mailbox@jabs.gsi.gov.uk

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.

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 THE JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND

Class description:

Information about the Judicial Appointments Board for Scotland, 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
Who we are and what we do	http://www.judicialappointmentsscotland.org.uk/About_Us/index
Details of the membership of the Judicial Appointments Board for Scotland, including biographies.	http://www.judicialappointmentsscotland.org.uk/About_Us/board_members
The organisational and management structure of the Board.	http://www.judicialappointmentsscotland.org.uk/About_Us/Organisational_and_Management_Structure
Information relating to how we are set up (including reference to legislation relevant to our functions).	http://www.judicialappointmentsscotland.org.uk/Home
How to contact the Judicial Appointments Board for Scotland and the location of the office.	http://www.judicialappointmentsscotland.org.uk/General/Contact_Us
Publications	http://www.judicialappointmentsscotland.org.uk/Publications/index
Judicial Appointments Board for Scotland 'News' section	http://www.judicialappointmentsscotland.org.uk/News_and_Events/index

CLASS 2: HOW THE JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND DELIVERS ITS 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
The Strategic Objectives of the Board	http://www.judicialappointmentsscotland.org.uk/About_Us/Strategic_Objectives

Business Plans	http://www.judicialappointmentscotland.org.uk/Publications/Corporate_and_Business_Plans
Annual Reports	http://www.judicialappointmentscotland.org.uk/Publications/Annual_Reports
The Statement of Principles of the Board in relation to equal opportunities, confidentiality and conflict of interest.	http://www.judicialappointmentscotland.org.uk/Policies/index
The Statement of Principles of the Board on convictions.	http://www.judicialappointmentscotland.org.uk/Policies/Convictions
Data Protection Policy	http://www.judicialappointmentscotland.org.uk/Policies/Data_Protection
Freedom of Information Policy	http://www.judicialappointmentscotland.org.uk/Policies/Freedom_of_Information

CLASS 3: HOW THE JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND TAKES DECISIONS AND WHAT IT HAS 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
Minutes of Board meetings.	http://www.judicialappointmentscotland.org.uk/Publications/Minutes
Statistical information.	http://www.judicialappointmentscotland.org.uk/Vacancies/Previous_appointments
Public consultation documents, responses and summaries.	http://www.judicialappointmentscotland.org.uk/Publications/Research_Projects

CLASS 4: WHAT THE JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND 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.

The information we publish under this class	How to access it
Financial allocations and expenditure	http://www.judicialappointmentscotland.org.uk/Publications/Annual_Reports

CLASS 5: HOW THE JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of the Board

The information we publish under this class

We do not publish information under this class

How to access it

Contact us on details above

CLASS 6: HOW THE JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND 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

We do not publish information under this class

How to access it

Contact us on details above

CLASS 7: HOW THE JUDICIAL APPOINTMENTS BOARD FOR SCOTLAND IS PERFORMING**Class description:**

Information about how the Board performs as an organisation, and how well it delivers its functions and services

The information we publish under this class

Annual Reports

How to access it

http://www.judicialappointmentsscotland.org.uk/Publications/Annual_Reports

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.

The information we publish under this class

We do not hold or publish information under this class

How to access it

N/A

