

# HITRANS

## 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.

HITRANS has adopted **The Model Publication Scheme** produced by the Scottish Information Commissioner.

The Modal Publication Scheme 2017 is available here:

<http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.aspx>

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class;
- state what charges may be applied;
- explain how to find the information easily;
- provide contact details for 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 usually arrange to send information to you in paper copy (although there may be a charge for this).

## Exempt information

HITRANS's aim is to be as open as possible. However, the Act permits a limited number of exemptions from the requirement to disclose information.

There may be some circumstances where it is necessary to withhold information from any of the classes of information set out in this scheme where we consider that disclosure, for example, may prejudice law enforcement or legal proceedings, may be exempt or where the disclosure is otherwise prohibited by law.

We may also withhold information that may prejudice the commercial interests or confidentiality of any person or organisation and information which is personal information under the Data Protection Act 1998.

In these cases we will withhold the information and indicate why the information is being withheld.

## **Copyright**

Information obtained from this publication scheme generally can be copied or reproduced without formal permission from HITRANS, provided it is copied and reproduced accurately and is not used in a misleading, defamatory or prejudicial context and provided you identify the source of the material and HITRANS's copyright status is acknowledged.

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Some of the material available by virtue of the publication scheme may be subject to third party copyright. You should seek the consent of the copyright owner if you wish to reproduce any of this information.

Some works produced by the government qualify for Crown copyright protection which means that some of these materials can be reproduced without a licence. More details of these categories can be found at:

<https://www.gov.scot/crown-copyright/>

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<https://www.ordnancesurvey.co.uk>

HITRANS will not provide Ordnance Survey mapping in any format that would mean that this would infringe its licence and will not provide Ordnance Survey mapping in digital format.

## **Accessing Information not included in the Publication Scheme**

As indicated, this scheme lists the information that is or will be routinely made available. However, members of the public have further rights that enable them to access information from HITRANS.

Since 1 January 2005, members of the public have had the right to access information from Scottish Public Authorities (Section 1 of the Act). On 3 April, 2006, HITRANS was designated as a Scottish Public Authority. Therefore, members of the public have the right to access information held by HITRANS or held on behalf of HITRANS subject to certain exceptions and conditions.

The process for obtaining information under section 1 of the Act (Freedom of Information request) is different than obtaining information under the publication scheme.

Before submitting a Freedom of Information request you should check our website as HITRANS places a large amount of information on the website.

However, if you wish to submit a Freedom of Information request, the request must be in writing or in some other permanent recordable form such as an e-mail. The request should:

- Describe the information requested;
- State an address for correspondence;
- Preferably provide a contact number (in case we need to contact you to clarify the information requested);
- State the format in which you would wish to receive the information.

HITRANS wishes to assist applicants and therefore we may contact you to clarify the exact nature of the information requested or to discuss the format of the information with you.

Our staff who are responsible for this scheme would be happy to assist you if you wish to contact them with any requests.

## **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, 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**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A4	10p

### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
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, pro rata, 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 Freedom of Information Officer**

**HITRANS, 2nd Floor/Rear, 7 Ardross Terrace, Inverness, IV3 5NQ**

**or E-mail: [info@hitrans.org.uk](mailto:info@hitrans.org.uk)**

We will also 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.

### **Classes of information**

#### **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 PARTNERSHIP

### Class description:

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

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>General Information</b>	
Partnership name	HITRANS - <a href="https://hitrans.org.uk/Contact_us">https://hitrans.org.uk/Contact_us</a>
Address and Contact details - customer care and complaint functions	<a href="https://hitrans.org.uk/Contact_us">https://hitrans.org.uk/Contact_us</a>
Organisational structure, roles and responsibilities of senior officers	<a href="https://hitrans.org.uk/Corporate/Annual_Reports_and_Business_Plans">https://hitrans.org.uk/Corporate/Annual_Reports_and_Business_Plans</a>
<b>Business opening hours:</b>	9:00am – 5:00pm
Publication Scheme and guide to information including contact details and advice on how to request information	<a href="http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx">http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx</a> <a href="https://hitrans.org.uk/Documents/Publication_Scheme.pdf">https://hitrans.org.uk/Documents/Publication_Scheme.pdf</a>
<b>Constitution</b>	
Legal framework	<a href="https://hitrans.org.uk/About_us">https://hitrans.org.uk/About_us</a>
<b>How the Partnership is run</b>	
Names of chief officers and Partnership Members, Partnership Committees and decision making structures, corporate governance, etc	<a href="https://hitrans.org.uk/Corporate/Annual_Reports_and_Business_Plans">https://hitrans.org.uk/Corporate/Annual_Reports_and_Business_Plans</a> <a href="https://hitrans.org.uk/About_us/Organisation">https://hitrans.org.uk/About_us/Organisation</a>
Governance policies, including standing orders etc	<a href="https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes</a>

<b>Corporate Planning</b>	
Mission statement	<a href="https://hitrans.org.uk/Corporate/Annual Reports and Business Plans">https://hitrans.org.uk/Corporate/Annual Reports and Business Plans</a>
Corporate strategies	<a href="https://hitrans.org.uk/Corporate/Corporate Documents/Publications">https://hitrans.org.uk/Corporate/Corporate Documents/Publications</a>
Corporate policies, e.g. equality, environmental, etc	<a href="https://hitrans.org.uk/Corporate/Corporate Documents/Publications">https://hitrans.org.uk/Corporate/Corporate Documents/Publications</a>
Strategic planning process	<a href="https://hitrans.org.uk/Corporate/Corporate Documents/Publications">https://hitrans.org.uk/Corporate/Corporate Documents/Publications</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.

<b>The information we publish under this class</b>	<b>How to access it</b>
<b>Functions</b>	
Regional Transport Strategy	<a href="https://hitrans.org.uk/Corporate/Corporate Documents/Strategy">https://hitrans.org.uk/Corporate/Corporate Documents/Strategy</a>
Regional Transport Strategy Monitoring Report	<a href="https://hitrans.org.uk/Corporate/Corporate Documents/Strategy">https://hitrans.org.uk/Corporate/Corporate Documents/Strategy</a>
RTS Action Plans	<a href="https://hitrans.org.uk/Corporate/Corporate Documents/Strategy">https://hitrans.org.uk/Corporate/Corporate Documents/Strategy</a>
What We Do	<a href="http://www.hitrans.org.uk/About us">http://www.hitrans.org.uk/About us</a>
HITRANS Projects	<a href="http://www.hitrans.org.uk/Projects/Overview">http://www.hitrans.org.uk/Projects/Overview</a>
Community Planning	<a href="https://hitrans.org.uk/About us/Our Role in Community Planning">https://hitrans.org.uk/About us/Our Role in Community Planning</a>
<b>Services</b>	
Travel Information and Advice	<a href="https://hitrans.org.uk/Plan Your Journey/Journey Planner">https://hitrans.org.uk/Plan Your Journey/Journey Planner</a> <a href="https://hitrans.org.uk/Plan Your Journey/Travel Planning">https://hitrans.org.uk/Plan Your Journey/Travel Planning</a> <a href="http://www.travelinescotland.com/welcome.do">http://www.travelinescotland.com/welcome.do</a>

Timetable Information and Journey Planning	<a href="https://hitrans.org.uk/Plan_Your_Journey/Journey_Planner">https://hitrans.org.uk/Plan_Your_Journey/Journey_Planner</a> <a href="http://www.hittravel.liftshare.com">www.hittravel.liftshare.com</a> <a href="https://hitrans.org.uk/Plan_Your_Journey/Travel_Planning">https://hitrans.org.uk/Plan_Your_Journey/Travel_Planning</a>
Feedback (including complaints/compliments)	<a href="http://www.hitrans.org.uk/Contact_us">http://www.hitrans.org.uk/Contact_us</a>

## CLASS 3: HOW THE PARTNERSHIP 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
<b>Decision Making</b>	
Agendas and minutes of Partnership meetings and its committees	<a href="http://www.hitrans.org.uk/Meetings">http://www.hitrans.org.uk/Meetings</a>
The Regional Transport Strategy for the Highlands and Islands of Scotland	<a href="https://hitrans.org.uk/Corporate/Corporate_Documents/Strategy">https://hitrans.org.uk/Corporate/Corporate_Documents/Strategy</a>
List of Partnership members	<a href="http://www.hitrans.org.uk/About_us/Organisation">http://www.hitrans.org.uk/About_us/Organisation</a>
<b>Governance documents</b>	
Partnership Standing Orders	<a href="https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes</a>
Contract Standing Orders	Covered by <a href="#">The Highland Council Contract Standing Orders</a> <a href="https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes</a>
Scheme of Delegations	<a href="https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes</a>
Code of conduct	<a href="https://hitrans.org.uk/Corporate/Members/Members_Code_of_Conduct">https://hitrans.org.uk/Corporate/Members/Members_Code_of_Conduct</a>
Financial Regulations	Covered by <a href="#">The Highland Council Financial Regulations</a> <a href="https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes</a>



## CLASS 4: WHAT THE PARTNERSHIP 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Annual audited accounts	<a href="http://www.hitrans.org.uk/Corporate/Corporate_Documents/Publications">http://www.hitrans.org.uk/Corporate/Corporate Documents/Publications</a>
Annual budgets - capital and revenue	<a href="https://hitrans.org.uk/Corporate/Annual_Reports_and_Business_Plans">https://hitrans.org.uk/Corporate/Annual Reports and Business Plans</a>
Public Service Reform (Scotland) Act 2010 statements	<a href="http://www.hitrans.org.uk/Corporate/Corporate_Documents/Publications">http://www.hitrans.org.uk/Corporate/Corporate Documents/Publications</a>
Financial Regulations	Covered by <a href="#">The Highland Council Financial Regulations</a> <a href="https://hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">https://hitrans.org.uk/Corporate/Corporate Documents/Policies and Schemes</a>

## CLASS 5: HOW THE PARTNERSHIP MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

### Class description:

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

The information we publish under this class	How to access it
<b>Human Resources</b>	
Staff Policies	Covered by the <a href="#">Comhairle nan Eilean Siar</a> personnel policies and procedures
Conditions of Service	<a href="https://hitrans.org.uk/Contact_us">https://hitrans.org.uk/Contact_us</a>
Equality Approach including Disability, Gender, and Race	<a href="http://www.hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">http://www.hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes</a>
Careers at HITRANS	Contact us at details above. All vacancies will be posted on <a href="#">myjobscotland</a> and our website under ' <a href="#">News</a> '.
<b>Physical Resources</b>	
HITRANS Property Information	<a href="https://hitrans.org.uk/Contact_us">https://hitrans.org.uk/Contact_us</a>
Strategic Environmental Assessment Main Report and Executive Summary, March 2007	<a href="http://www.hitrans.org.uk/Corporate/Corporate_Documents/Strategy">http://www.hitrans.org.uk/Corporate/Corporate_Documents/Strategy</a>
Sustainable and Active Travel Grant Scheme	<a href="http://www.hitrans.org.uk/Plan_Your_Journey/Travel_Planning">http://www.hitrans.org.uk/Plan_Your_Journey/Travel_Planning</a>
<b>Information Resources</b>	
HITRANS's Publication Scheme	<a href="http://www.hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes">http://www.hitrans.org.uk/Corporate/Corporate_Documents/Policies_and_Schemes</a>

## CLASS 6: HOW THE PARTNERSHIP 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
Contracts Standing Orders	Covered by <a href="#">The Highland Council Contract Standing Orders</a>
Tender Awards through Public Contracts Scotland	<a href="https://www.publiccontractsscotland.gov.uk">https://www.publiccontractsscotland.gov.uk</a>
Past Tenders Awarded	<a href="https://hitrans.org.uk/Corporate/Annual Reports and Business Plans">https://hitrans.org.uk/Corporate/Annual Reports and Business Plans</a>

## CLASS 7: HOW THE PARTNERSHIP IS PERFORMING

### Class description:

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

The information we publish under this class	How to access it
Annual report	<a href="https://hitrans.org.uk/Corporate/Annual Reports and Business Plans">https://hitrans.org.uk/Corporate/Annual Reports and Business Plans</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 e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
Information packaged and made available for sale on a commercial basis sold at market value through a retail outlet	We do not hold or publish information under this category.

## CLASS 9: OPEN DATA

### Class description:

Information regarding the Scottish Government's Open Data Strategy and links to HITRANS Open Data.

<b>The information we publish under this class</b>	<b>How to access it</b>
Open Data	<a href="https://hitrans.org.uk/Freedom_of_information">https://hitrans.org.uk/Freedom_of_information</a>

## Document Version Control

<b>Guide to Information</b>	<b>Group or Name(s) &amp; Designation(s)</b>	<b>Date</b>	<b>Version</b>
Author:	HITRANS	2013	1.0
Reviewed:	HITRANS	October 2017	1.1
Update: Added Version Control	HITRANS	March 2018	1.2
Reviewed and Updated:	HITRANS	October 2018	1.3
Reviewed and Updated:	HITRANS	July 2023	1.4

**Freedom of Information (Scotland) Act 2002 (FOISA)**

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