



Renfrewshire  
Council

# **Renfrewshire Licensing Board Publication Scheme**

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## Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme. Authorities are under a legal obligation to:

- a. publish the classes of information that they make routinely available
- b. Tell the public how to access the information they publish and whether information is available free of charge or on payment.

Renfrewshire Licensing Board has adopted the Model Publication Scheme 2016 produced by the Scottish Information Commissioner.

The Publication Scheme is split into the following six sections:

- Principle One: Availability and formats
- Principle Two: Exempt information
- Principle Three: Copyright and re-use
- Principle Four: Charges
- Principle Five: Contact details
- Principle Six: Duration

## Principle One: Availability and formats

Information published through this scheme is, wherever possible, available on the authority's website here:

<http://www.renfrewshire.gov.uk/article/3199/Renfrewshire-Licensing-Board>

We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information to you in paper copy on request (although there may be a charge for doing so).

## Principle Two: Exempt information

If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we may withhold the information or provide a redacted version for publication and will explain why we have done so.

## Principle Three: Copyright and re-use

Where Renfrewshire Licensing 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 the Council does not hold the copyright in information we publish, we will make this clear.

### **Re-Use of Public Sector Information**

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to Renfrewshire Licensing Board to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2015 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please contact the Records Manager on 0141 618 5149.

Guidance on the RPSI regulations can also be found on the The National Archives website at <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/>. We can provide you with a copy of this information if you do not have internet access.

### **Principle Four: Charges**

Unless otherwise specified in the classes of information, all information published through this scheme is available free of charge where it can be downloaded from our web site, or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. 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.

#### **Reproduction costs**

Where charges are applied, photocopied information will be charged at a standard rate of 11p per A4 side of paper (black and white copy).

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.

**Charges for information which is not available under the scheme** If you submit a request to us for information which **is not** available under the scheme the charges will be based on the following calculations:

FOISA requests: There may be a charge for requests which involve a large amount of work. This is in accordance with the Fees Regulations under Section 9 of the Freedom of Information (Scotland) Act 2002. The regulations state that:

- The first £100 of costs are provided free of charge.
- For projected costs above £100, the council may issue a fees notice, in which we will charge up to 10% of the portion between £100 up to £600 (i.e. to a maximum of £50).
- Where projected costs include the cost of staff time in locating and retrieving the information, the cost of staff time must not exceed £15 per hour for each member of staff engaged on the task. This is a maximum rather than a standard rate to be applied in every case, particularly where staff costs prove to be lower.
- The prescribed maximum amount is £600. We may charge the full amount for a request which exceeds £600, but can refuse a request if the cost of answering it breaches this limit.

For example, Mr. D makes a request which it is estimated will cost £800 to comply with. The maximum charge of £250 for this request is calculated as follows:

- First £100- free
- £100 to £600- 10% of this portion, i.e. £50
- £600 to £800- recoup full amount, i.e. £200

Charges for environmental information:

### **Fees and charges**

The Council will calculate the fee for an environmental information request on the same basis as is laid down for Freedom of Information requests, i.e. actual staff time capped at a maximum of £15 per hour plus any costs associated with putting the information into a particular format, copying and postage costs. As with FOISA requests, the first £100 of costs are provided free of charge, and the Council may charge the full amount for a request which exceeds £600 or refuse it if the cost of compliance breaches this limit. Copies are charged at a rate of 11p per copy (this cost is reviewed from time to time at the discretion of the Council). Where a fee is charged, payment must be made in advance of providing the information. The applicant gets written notice of this and thereafter, has 60 working days to pay. The response timescale is suspended during this time. The council must publish a schedule of charges and information on the circumstances in which a fee may be charged, waived or has to be paid in advance.

Councils cannot charge for allowing access to registers of environmental information, or for allowing an applicant to examine information at council offices (as opposed to being given a copy of it).

## **Principle Five: Contact details**

You can contact us for assistance with any aspect of this scheme, Guide to Information and to ask for copies of the authority's published information.

Licensing Section  
Finance and Corporate Services  
Renfrewshire House

Cotton Street  
Paisley  
PA1 1TT

Our e-mail address is: [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

Telephone: 0141 842 4499

We will also provide reasonable advice and assistance to anyone who wants to request information which is not published.

## **Principle Six: Duration**

Once published, the information will be available for at least the current and previous two financial years. Where information has been updated or superseded, only the current version might be available but previous versions may be requested from the authority.

## The Classes of Information

### CLASS 1: ABOUT RENFREWSHIRE LICENSING BOARD

The Licensing Board is a Scottish public authority as defined in Part 3 of Schedule 1 of the Act.

Renfrewshire Licensing Board can be contacted at Renfrewshire Council, Finance and Resources, Renfrewshire House, Cotton Street, Paisley PA1 1TT. We can be contacted by email to [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk) or by telephone to 0141 842 4499.

The Board comprises nine elected members of Renfrewshire Council. Details of the current membership are available at: <http://www.renfrewshire.gov.uk/article/3195/Renfrewshire-Licensing-Board-Members> .

Councillor profiles can be found at:

<http://www.renfrewshire.gov.uk/article/2041/Councillors>

Councillors are required to adhere to the Councillors' Code of Conduct set out by the Standards Commission for Scotland and published at:

<http://www.scotland.gov.uk/Publications/2010/12/10145144/0>

The Board is a separate legal entity from the Council. It does not employ any staff or own any assets. All staff carrying out the Board's responsibilities are recruited and employed by the Council. The Council provides accommodation for the meetings of the Board and necessary expenses for the work of the Board. All revenue received by the Board from licence application fees must be transferred to the Council and the Board's budget is held by the Council. The Council's Publication Scheme and Guide to Information is published at:

<http://www.renfrewshire.gov.uk/article/2064/Publication-Scheme>

The Board makes decisions on policies and applications. It is assisted and advised in its work by its Clerk, who is the Head of Legal and Democratic Services within the Council. The Clerk is assisted by officials of the Licensing Section within Legal Services.

Normal working hours for the Board and its staff are 08.45 to 16.45 (Monday to Thursday) and 08.45 to 15.55 (Friday).

Any enquiries or complaints regarding the Board's work can be directed to the postal, email or telephone contact details shown above.

The Board's Model Publication Scheme and this Guide to Information are available at:

<http://www.renfrewshire.gov.uk/article/2753/Renfrewshire-Licensing-Board-publication-scheme>

The Board's charging schedule for published information and environmental information is shown in the Charges section above.

To contact the Board or ask for advice about how to request information from us, please use the contact details shown in the Contact Us section above.

The Board is established under the Licensing (Scotland) Act 2005. We are required to publish a Policy explaining our function under the legislation and this is published at: <http://www.renfrewshire.gov.uk/article/3207/Statement-of-Licensing-Policy>

We also carry out other functions and further information is provided on this in Class 2 below.

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

The Board is responsible for administering the alcohol licensing system under the Licensing (Scotland) Act 2005 within the Renfrewshire Area.

Our Statement of Licensing Policy is published at <http://www.renfrewshire.gov.uk/article/3207/Statement-of-Licensing-Policy>

The Board also deals with applications for premises licences and permissions under the Gambling Act 2005.

Our Gambling Statement of Principles is also published at: <http://www.renfrewshire.gov.uk/article/2751/Gambling-Statement-of-Principles>

We are also required to publish a policy on how we are complying with the equality requirement under the Equality Act 2010. Our Multi-Equality Strategy is published at: <http://www.renfrewshire.gov.uk/article/3206/Renfrewshire-Licensing-Board---Progress-on-Mainstreaming-Equality-and-Equality-Outcomes>

Information about the types of alcohol licence applications we deal with, application forms, criteria, fees and guidelines are published at: <http://www.renfrewshire.gov.uk/article/2358/Liquor-licences>

Information about the types of betting and gaming applications we deal with, application forms, criteria and fees and guidance are published at: <http://www.renfrewshire.gov.uk/article/2750/Betting-and-gaming-premises>

Any concerns regarding the Board's work can be directed to the postal, email or telephone contact details shown in the Contact Us section above.

### **CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED**

The Board takes decisions in accordance with the Licensing (Scotland) Act 2005 and the Gambling Act 2005.

Decisions are recorded in public registers published at:

<https://licensingregister.renfrewshire.gov.uk/>

Agendas, reports and minutes of the Board's meetings are also published at:

<http://www.renfrewshire.gov.uk/article/3199/Renfrewshire-Licensing-Board>

### **CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**

The Board is a separate legal entity from the Council. It does not own any assets. The Council provides accommodation for the meetings of the Board and necessary expenses for the work of the Board. All revenue generated by the Licensing Board is received by the Council.

The Council's Model Scheme of Publication and Guide to Information is published at:

<http://www.renfrewshire.gov.uk/article/2064/Publication-Scheme>

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

The Board is a separate legal entity from the Council. It comprises nine elected members of Renfrewshire Council and does not employ any staff or own any assets.

It is assisted and advised in its work by its Clerk, who is the Head of Legal and Democratic Services within the Council. The Clerk is assisted by officials of the Licensing Section within Legal Services.

All staff carrying out the Board's responsibilities are recruited and employed by the Council.

The Council provides accommodation for the meetings of the Board.

The Council's Publication Scheme and Guide to Information is published at:

<http://www.renfrewshire.gov.uk/article/2064/Publication-Scheme>

The Board's Publication Scheme and Guide to Information are available at

<http://www.renfrewshire.gov.uk/article/3199/Renfrewshire-Licensing-Board>

## **CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

The Board does not hold information within this class. Goods and services are procured by the Council rather than the Board.

The Council's Publication Scheme and Guide to Information is published at:

<http://www.renfrewshire.gov.uk/article/2064/Publication-Scheme>

## **CLASS 7: HOW WE ARE PERFORMING**

The Board processes applications in accordance with timescales provided under alcohol and gambling licensing legislation.

The Board produces policies in accordance with timescales provided under legislation dealing with alcohol and gambling licensing, the equality duty and the publication of a scheme explaining how to access information which it holds.

Primary legislation and secondary regulations are published at

<http://www.legislation.gov.uk/>. We can help you to locate specific information – use the contact details shown in the Contact Us section above.

## **CLASS 8: OUR COMMERCIAL PUBLICATIONS**

Renfrewshire Licensing Board does not currently have any information under this class.

## **CLASS 9: OUR OPEN DATA**

Renfrewshire Licensing Board follows Renfrewshire Council's lead in this area. Their strategy and Initial Open Dataset Publication Plan are available at:

<http://www.renfrewshire.gov.uk/article/3650/Open-Data-in-Renfrewshire>