

CITY OF GLASGOW
JUSTICE OF THE PEACE ADVISORY COMMITTEE

**PUBLICATION SCHEME UNDER SECTION 23(1) OF THE FREEDOM OF
INFORMATION (SCOTLAND) ACT 2002**

1. INTRODUCTION

Welcome to the City of Glasgow Justice of the Peace Advisory Committee (*JPAC*) Publication Scheme. This is a guide to the information routinely made available by City of Glasgow *JPAC* as required under Section 23 of the Freedom of Information (Scotland) Act 2002.

The Freedom of Information (Scotland) Act 2002 gives a general right of access to all types of recorded information held by Public Authorities, other than personal information, which continues to be managed under the rules of the Data Protection Act 1998.

As part of the Freedom of Information (Scotland) Act 2002, all Justice of the Peace Advisory Committees in Scotland must have an approved publication scheme in place by 30 November 2004.

This publication scheme sets out what information Glasgow Justice of the Peace Advisory Committee (referred to as “the Committee”) publishes or intends to publish as a matter of course, how and when this information will be published and whether this information is available free of charge or on payment.

The Committee is committed to the principles of openness and transparency in its activities and has sought to meet its obligations under the Freedom of Information (Scotland) Act 2002 by including as much information as possible within this publication scheme.

From 30th November, 2004 everyone will have access to the scheme on the Glasgow Council website www.glasgow.gov.uk and in hard copy at all libraries and Council offices, details of which are given at Section 9 below.

In adopting the Scheme, the Committee has regard to the public interest in-

- (a) allowing public access to information held by it and in particular to information which consists of facts, or analyses, on the basis of which decisions of importance to the public have been made by it;
- (b) the publication of reasons for decisions made by it.

As required by Section 23(2) of the 2002 Act, the Scheme specifies:-

- the classes of information which the Committee publishes, or intends to publish;
- the manner in which information of each class is, or is intended to be, published; and
- whether the published information is, or is intended to be, available to the public free of charge.

2. ABOUT THE COMMITTEE

Justice of the Peace Advisory Committees (JPACs) were established in 1949, based on the recommendations of the Royal Commission on Justices of the Peace whose Report was published in 1948.

A Justice of the Peace Advisory Committee was established for each local authority area in Scotland, and since local authority reorganisation in 1996, the Committee for this area has been known as the Glasgow Justice of the Peace Advisory Committee.

The Clerk to the Committee is known as the Secretary to the Justice of the Peace Advisory Committee and Ian Easton, Private Secretary to the Lord Provost holds this position. Nevertheless, the Committee is a completely separate legal entity from the Council. The members of the Committee are –

Chair – Councillor Liz Cameron, Lord Provost. All other positions on the JPAC are currently vacant.

The Committee's term of reference is to keep under review the strength of the Commission of the Peace in the area of Glasgow, to advise the Scottish Ministers of any need that may arise for the appointment of new justices in their areas and to submit for consideration the names of persons whom they regard as suitable for appointment. Guidance on the role of JPACs is issued by the Secretary of Commissions for Scotland – website : www.scotland.gov.uk

The Committee meets at City Chambers, George Square, Glasgow on dates set by the Secretary.

The meeting dates will be published on Glasgow Council's website at www.glasgow.gov.uk

All Committee administration takes place at:-

Address: City Chambers, George Square, Glasgow G2 1DU

Tel: 0141 287 4002

Fax: 0141 287 4747

3. FORMULATING THE SCHEME

This publication scheme is a guide to the information that the Committee routinely publishes. The term publication is not limited to information contained in a bound or printed form (e.g. brochure or a book). Many different forms of information (e.g. Web based information) are just as much part of the publication scheme as a mass-produced leaflet.

The purpose of this publication scheme is to ensure that a significant amount of information is available without the need for a specific request. The Committee intends that its scheme will encourage the publication of more information than it is required to publish under existing legislation and to develop a greater culture of openness.

The Committee's publication scheme follows a model scheme for all JPACs, which has been approved by the Scottish Information Commissioner.

4. RESPONSIBILITY FOR THE SCHEME

The person responsible for the overall and day-to-day management of the Scheme is:-

Ian Easton
Secretary to the JP Advisory Committee

Address: City Chambers, George Square, Glasgow G2 1DU
Tel: 0141 287 4002
Fax: 0141 287 4747
E-mail: ian.easton@ced.glasgow.gov.uk

5. EXEMPTIONS

The Committee's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where law otherwise prohibits the disclosure. We may also withhold information, which may seriously prejudice the commercial interests of any person or organisation. We may also withhold information that 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. Even where an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out. If you wish to complain about information, which is being withheld from you, please read the "complaints" section below.

There are certain categories of exempt information which, although they will not be made publicly available under the Scheme, may be requested under Section 1 of the 2002 Act from 1 January 2005 onwards.

6. ARCHIVING POLICY

The Committee will undertake regular reviews of its publication scheme and the information contained in it. This scheme will contain the date on which the scheme was prepared and the date from which information will be available. Where there is no date beside the class of information referred to, the information will be available from the date of the publication scheme.

The Committee's archiving policy is as follows:

Type of Document	Retention Period
Committee agendas, reports and minutes	Permanently
Correspondence files and similar documents	4 years

7. COPYRIGHT

Information obtained under the Scheme (whether that information is in electronic or hard copy format, text or graphics and regardless of whether the copyright symbol (©) appears) may not be copied or reproduced without the Committee's permission.

Where information is obtained under the Scheme and the copyright holder is a party other than the Committee, the consent of the party holding the copyright should be sought before such information is copied or reproduced. Any queries as to copyright should be referred to Ian Easton, Secretary to the JPAC.

8. ACCESSING INFORMATION UNDER THE SCHEME

Online: Most information listed in our publication scheme is available from this website www.glasgow.gov.uk. A link will take you to the relevant page or document.

By e-mail: If the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. ian.easton@ced.glasgow.gov.uk

By phone: Information can be requested over the telephone 0141 287 4002. Please provide full contact details, including a telephone number, so that we can telephone you to clarify any details, if necessary.

By post: Most information is also available in a paper copy form. Please address your request to

Ian Easton
Secretary to the JP Advisory Committee
City Chambers
George Square
Glasgow G2 1DU

When requesting information, please include the following details:-

- Your name and address
- The information or documents you want to see

Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact the Secretary to the Glasgow Justice of the Peace Advisory Committee, City Chambers, George Square, Glasgow G2 1DU.

If you require the information in a particular format, for example in Braille, on tape or in a different language, the JPAC will take all reasonable steps to meet your request.

If you have difficulty determining the information you want to see, please contact the Secretary to the Glasgow Justice of the Peace Advisory Committee, City Chambers, George Square, Glasgow G2 1DU who will be happy to help.

9. CHARGING POLICY

The standard copying cost only applies where more than 20 sheets of A4 need to be copied; smaller requests will be copied free of charge unless it appears that a request has deliberately been broken down so as to avoid the charge or where a request for additional material is made which (if it had been made at the same time as the initial request) would have exceeded 20 sheets of A4. The standard charge is £10 for up to 50 sheets of A4 and an additional 10 pence per sheet thereafter. The classes of information provided in Section 10 indicate whether this class contains free, set price or copy chargeable material.

Information shown in our publication scheme on the website is free although you may incur costs from an Internet service provider. Anyone without Internet access may wish to use the facilities available at Council libraries or other Real Learning Centres to view material on the website. This is free to view but a printing charge (currently 10 pence per sheet) applies to anything printed off the Council website (or any other website) at Council libraries/Real Learning Centres.

There is no charge for electronic copies provided by email.

There is no charge for inspecting documents within council offices.

10. CLASSES OF INFORMATION

Class 1 – Committee meetings and decisions

Information	Manner in which the Information is Published	Charges
(a) Minutes of Committee meetings	<ul style="list-style-type: none"> ▪ Available for inspection at City Chambers, George Square, Glasgow G2 1DU ▪ Photocopies available from City Chambers, George Square, Glasgow G2 1DU <p>The following are excepted:</p> <ul style="list-style-type: none"> ▪ Confidential information and/or personal data protected by the Data Protection Act 1998. 	No charge for inspection and electronic copies; photocopies charged @ (see note 9) per A4 side
(b) Reports to the Committee	<ul style="list-style-type: none"> ▪ Available for inspection at City Chambers, George Square, Glasgow G2 1DU ▪ Photocopies available from City Chambers, George Square, Glasgow G2 1DU <p>The following are excepted:</p> <ul style="list-style-type: none"> ▪ Confidential information and/or personal data protected by the Data Protection Act 1998. 	No charge for inspection and electronic copies; photocopies charged @ (see note 9) per A4 side
(c) Statements of the Committee's reasons for its decisions	<ul style="list-style-type: none"> ▪ Available for inspection at City Chambers, George Square, Glasgow G2 1DU ▪ Photocopies available from City Chambers, George Square, Glasgow G2 1DU <p>The following are excepted:</p> <ul style="list-style-type: none"> ▪ Confidential information and/or personal data protected by the Data Protection Act 1998. 	No charge for inspection and electronic copies; photocopies charged @ (see note 9) per A4 side

Class 2 – Information about Justices of the Peace

Information	Manner in which the Information is Published	Charges
(a) List of Justices of the Peace	<ul style="list-style-type: none"> ▪ Available for inspection at City Chambers, George Square, Glasgow G2 1DU ▪ Photocopies available from City Chambers, George Square, Glasgow G2 1DU 	No charge for inspection and electronic copies; photocopies charged @ [see note 9) per A4 side

	<p>The following are excepted:</p> <ul style="list-style-type: none"> ▪ Confidential information and/or personal data protected by the Data Protection Act 1998. 	
(b) Information on how to become a Justice of the Peace	<ul style="list-style-type: none"> ▪ Available for inspection at City Chambers, George Square, Glasgow G2 1DU ▪ Photocopies available from City Chambers, George Square, Glasgow G2 1DU <p>The following are excepted:</p> <ul style="list-style-type: none"> ▪ Confidential information and/or personal data protected by the Data Protection Act 1998. 	No charge for information

11. COMPLAINTS

Complaints about the Scheme should be directed to the Secretary to the JP Committee whose contact details are set out in paragraph 4 above.

If the Secretary is unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the 2002 Act and whose contact details are set out in paragraph 11.3 below. From 1 January 2005 when the general right of access comes into force, there will be a formal appeal mechanism when information is withheld. Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

The Scottish Information Commissioner may be contacted at:-

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334464611
E-mail:enquiries@itspublicknowledge.info

12. FEEDBACK

Comments on the Scheme, including whether the information therein is easy to locate and whether there is any additional information which should be made available through the Scheme, should be directed to the Secretary to the JPAC whose contact details are set out in paragraph 4 above.