

GUIDE TO INFORMATION AVAILABLE THROUGH STRATHCLYDE PARTNERSHIP FOR TRANSPORT'S 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; and
- tell the public how to access the information and what it might cost.

Strathclyde Partnership for Transport has adopted the [Model Publication Scheme](#) (updated November 2018) produced by the Scottish Information Commissioner.

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; and
- explain how to request information we hold that has not been published.

The Guide is split into the following six sections:

1. [Availability and formats](#)
2. [Exempt information](#)
3. [Copyright and Re-Use](#)
4. [Charges](#)
5. [Contact us](#)
6. [Duration](#)

1. 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 - see charges below).

You can also contact Strathclyde Partnership for Transport at the address below if you would prefer a copy of the Model Publication Scheme (updated November 2018) or this Guide to Information to be provided to you in a different format.

2. 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 'black out' the information before publication and explain why.

3. Copyright and Re-Use

Commercial exploitation or reproduction of material published in terms of this scheme is prohibited. Where Strathclyde Partnership for Transport holds the copyright in its published information, the information (except logos) may be copied, reproduced, used and/or re-used without formal permission, subject to terms of the Non-Commercial Government Licence for public sector information ("the Licence").

The Licence is a simple set of terms and conditions that allow the re-use of information free of charge. By re-using published information in which Strathclyde Partnership for Transport holds the copyright, you accept the terms and conditions of the Licence. Please contact Strathclyde Partnership for Transport for a paper copy of the Licence, if required.

If you wish to re-use published information in a way that is not compatible with the Licence, a formal request for re-use should be submitted to Strathclyde Partnership for Transport. 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 RPSIs, please contact the address below.

The Licence does not cover the use and/or re-use of published information in which Strathclyde Partnership for Transport does not hold the copyright in information. If Strathclyde Partnership for Transport does not hold the copyright in the published information, we will make this clear.

Where a third party holds the copyright in the published information, permission for use and re-use must be obtained from that copyright holder, for example, Ordnance Survey. Any Ordnance Survey mapping included within any material reproduced as part of the publication scheme is provided to Strathclyde Partnership for Transport under a licence from Ordnance Survey and which is being provided as part of the publication scheme in order to fulfil its public function. If using material with Ordnance Survey material within the documents you should contact Ordnance Survey to obtain advice on such use. Ordnance Survey's website is:- <http://www.ordnancesurvey.co.uk>

Strathclyde Partnership for Transport 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.

4. 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 side of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p
A3	20p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	20p
A3	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you. Our charge is for sending info 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.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

5. Contact us

You can contact us for assistance with any aspect of this publication scheme:

Legal and Property
Strathclyde Partnership for Transport
131 St Vincent Street
Glasgow
G2 5JF

E-mail: foi@spt.co.uk

Telephone: 0141-333-3787

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.

If you wish to make a request for information not contained in this publication scheme, you could also click on this link: <http://www.spt.co.uk/corporate/about/standards-responsibility/access-to-information/>

6. Duration

We publish information that we hold within the following classes. 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 Strathclyde Partnership for Transport.

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.

The classes are

- [Class 1: About the Partnership](#)
- [Class 2: How we deliver our functions and services](#)
- [Class 3: How the Partnership takes decisions and what it has decided](#)
- [Class 4: What the Partnership spends and how it spends it](#)
- [Class 5: How the Partnership manages its human, physical and information resources](#)
- [Class 6: How the Partnership procures goods and services from external providers](#)
- [Class 7: How the Partnership is performing](#)
- [Class 8: Our commercial publications](#)
- [Class 9: Our open data](#)

CLASS 1: ABOUT STRATHCLYDE PARTNERSHIP FOR TRANSPORT	
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	
The information we publish under this class	How to access it
General Information	
Partnership name	http://www.spt.co.uk/corporate/about/
Address and contact details Contact details – customer care and complaint functions	http://www.spt.co.uk/corporate/contact/
Organisational structure, roles and responsibilities of senior officers	http://www.spt.co.uk/corporate/about/our-team/

Business opening hours:	
131 St Vincent Street, Glasgow, G2 5JF	http://www.spt.co.uk/corporate/contact/
Buchanan Bus Station	http://www.spt.co.uk/bus/bus-stations/buchanan-bus-station/
Travel Centres	http://www.spt.co.uk/bus/bus-stations/travel-information/
Subway	http://www.spt.co.uk/subway/timetable/
Park & Ride	http://www.spt.co.uk/subway/maps-stations/parking/
Publication Scheme and guide to information including contact details and advice on how to request information	http://www.spt.co.uk/corporate/about/standards-responsibility/access-to-information/
Constitution	
Legal framework	http://www.spt.co.uk/corporate/about/history-background/
How the Partnership is run	
Names of chief officers and Partnership Members, Partnership Committees and decision making structures, corporate governance, etc.	http://www.spt.co.uk/corporate/about
Corporate Governance , including Governance Manual, Code of Conduct, Policies and Guidance	http://www.spt.co.uk/corporate/about/standards-responsibility/corporate-governance/
Corporate policies, e.g. equality, environmental, etc.	http://www.spt.co.uk/corporate/about/standards-responsibility/
Data Protection Policy	http://www.spt.co.uk/corporate/about/standards-responsibility/data-protection/
Environmental Policy	http://www.spt.co.uk/wmslib/Docs_Business/SPTenvpolicy.pdf
Equality	http://www.spt.co.uk/corporate/about/standards-responsibility/equality/
Freedom of Information/Access to Information	http://www.spt.co.uk/corporate/about/standards-responsibility/access-to-information/
Legal	http://www.spt.co.uk/corporate/about/standards-responsibility/legal/
Corporate Planning	
Our strategic objectives	http://www.spt.co.uk/corporate/about/strategy/our-strategic-objectives/
Corporate strategies	http://www.spt.co.uk/corporate/about/strategy/

CLASS 2: HOW THE PARTNERSHIP 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
Functions	
Regional Transport Strategy	http://www.spt.co.uk/corporate/about/strategy/regional-transport-strategy/
Regional Transport Strategy - A Catalyst for Change (including SPT's Core Activities)	http://www.spt.co.uk/wmslib/Documents RTS/catalyst for change.pdf
Regional Transport Strategy Monitoring Report	http://www.spt.co.uk/corporate/about/strategy/regional-transport-strategy/
RTS Action Plans	http://www.spt.co.uk/corporate/about/strategy/regional-transport-strategy/
Our services	http://www.spt.co.uk/corporate/about/our-services/
About the Subway	http://www.spt.co.uk/subway/
About SPT Bus Stations	http://www.spt.co.uk/bus/bus-stations/
SPT Projects	http://www.spt.co.uk/corporate/about/projects/
Access to Healthcare	http://www.spt.co.uk/bus/accesstohealthcare/
Community Planning	http://www.spt.co.uk/corporate/about/strategy/community-planning/
Services	
Travel Information and Advice	http://www.spt.co.uk/bus/bus-stations/travel-information/
Journey Planner	http://www.spt.co.uk/journeyplanner/
Travel Planning	http://www.spt.co.uk/corporate/business/travel-planning/
Subway Timetable Information	http://www.spt.co.uk/subway/timetable/
Bus Timetable Information	http://www.spt.co.uk/bus/timetables/
SPT Travel Centres	http://www.spt.co.uk/bus/bus-stations/travel-information/
SPT Travel Points	http://www.spt.co.uk/bus/bus-stations/travel-information/#travel-points
Ticketing Schemes administered by SPT	http://www.spt.co.uk/travelcards/
Strathclyde Concessionary Travel Scheme	http://www.spt.co.uk/travelcards/concessions/
Information on My Bus (Demand Responsive Transport)	http://www.spt.co.uk/bus/mybus/
Information on School Transport and Local Services for Bus, Coach and Taxi Operators	http://www.spt.co.uk/corporate/business/bus-coach-taxi-operators/
Customer Service Standards	http://www.spt.co.uk/corporate/about/standards-responsibility/customer-service-standards/
Feedback (including enquiries and complaints)	http://www.spt.co.uk/corporate/contact/

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
Decision Making	
Agendas and minutes of Partnership meetings and its committees	http://www.spt.co.uk/corporate/about/minutes-agendas/
The Regional Transport Strategy for the West of Scotland	http://www.spt.co.uk/corporate/about/strategy/regional-transport-strategy/
List of Partnership members	http://www.spt.co.uk/corporate/about/our-team/members/
Governance documents	
Corporate Governance	http://www.spt.co.uk/corporate/about/standards-responsibility/corporate-governance/
Partnership Standing Orders	http://www.spt.co.uk/wmslib/Publications/governance_manual.pdf
Contract Standing Orders	http://www.spt.co.uk/wmslib/Publications/governance_manual.pdf
Scheme of Delegations	http://www.spt.co.uk/wmslib/Publications/governance_manual.pdf
Financial Regulations	http://www.spt.co.uk/wmslib/Publications/governance_manual.pdf

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.

The information we publish under this class	How to access it
Latest Financial Documents	http://www.spt.co.uk/corporate/about/finance/
Annual Statement on Sustainable Economic Growth	http://www.spt.co.uk/corporate/about/finance/
Statement of Efficiency Gains	http://www.spt.co.uk/corporate/about/finance/
SPT and SCTS Financial Statements	http://www.spt.co.uk/corporate/about/finance/
Annual Report	http://www.spt.co.uk/corporate/about/finance/
SPT budget book	http://www.spt.co.uk/corporate/about/finance/
Public Service Reform (Scotland) Act 2010 statements	http://www.spt.co.uk/corporate/about/finance/
Archived Financial Documents	http://www.spt.co.uk/corporate/about/finance/
Financial Regulations	http://www.spt.co.uk/wmslib/Publications/governance_manual.pdf
Directors' Expenses	http://www.spt.co.uk/corporate/about/our-team/management/#expenses
Members' Expenses	http://www.spt.co.uk/corporate/about/our-team/members/#expenses
Members Allowance and Expense Guidance	http://www.spt.co.uk/wmslib/Documents_Partnership/member_expense_guide.pdf
Corporate Governance Manual	http://www.spt.co.uk/wmslib/Publications/governance_manual.pdf

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
Human Resources	
Staff Policies/Staff Policies Register	Contact us at details above
Conditions of Service	Contact us at details above
Equality Approach including Disability, Gender, and Race	http://www.spt.co.uk/corporate/about/standards-responsibility/equality/
Careers at SPT	http://www.spt.co.uk/corporate/about/our-team/careers/
Physical Resources	
SPT Property Information including retail and development opportunities	http://www.spt.co.uk/corporate/business/property/
Filming, photography and events at SPT Locations	http://www.spt.co.uk/corporate/press-media/filming-photography-events-at-spt-sites/
Environmental Policy Statement	http://www.spt.co.uk/wmslib/Docs_Business/SPTenvpolicy.pdf
SPT's Carbon Account	http://www.spt.co.uk/corporate/about/standards-responsibility/environmental-policy/
JourneyShare	http://spt.liftshare.com/
Walking and Cycling	http://www.spt.co.uk/walking-and-cycling/
Sustainable Travel Grant Scheme	http://www.spt.co.uk/corporate/business/travel-planning/travel-plan-support/
Corporate Safety Policy	Contact us at details above
Glasgow Subway Byelaws	http://www.spt.co.uk/corporate/about/our-services/glasgow-subway/glasgow-subway-byelaws/
Conditions of Travel	http://www.spt.co.uk/corporate/about/our-services/glasgow-subway/conditions-of-travel/
Information Resources	
SPT's Publication Scheme	http://www.spt.co.uk/corporate/about/standards-responsibility/access-to-information/
Management Framework for the Disposal/Retention of Information Held by the Partnership	Contact us at details above
Work near the Subway	http://www.spt.co.uk/corporate/about/our-services/glasgow-subway/work-near-the-subway

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	http://www.spt.co.uk/corporate/about/standards-responsibility/corporate-governance/
Procurement Information	http://www.spt.co.uk/corporate/business/procurement/
Purchase Plan	http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10382
Future Tenders/Planned procurements	http://www.spt.co.uk/corporate/business/procurement/current-public-road-transport-opportunities/
Current Tenders/Current Procurements	https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10382
Past Tenders/Awarded Procurements	https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10382
Contract Awards for Subsidised Local Services and School Contract Services	http://www.spt.co.uk/corporate/business/procurement/
Subsidised local bus and school transport contracts – information for public transport operators	http://www.spt.co.uk/corporate/business/bus-coach-taxi-operators/#register
Contact SPT's Procurement Team	http://www.spt.co.uk/corporate/business/procurement/

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 reports and financial statements	http://www.spt.co.uk/corporate/about/finance/
Advancing Equality 2017	http://www.spt.co.uk/corporate/wp-content/uploads/2017/04/advancing-equality-march-2017.pdf
Equality and Diversity Monitoring Report	http://www.spt.co.uk/corporate/wp-content/uploads/2017/04/equality-diversity-workforce-monitoring-report-2016-march-2017.pdf

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: OUR OPEN DATA	
Class description: Open data made available by the Partnership as describes by the Scottish Government's Open Data Resource Pack and available under an open licence.	
The information we publish under this class	How to access it
SPT is working on an Information Strategy with a view to creating open data by default and publishing more information routinely.	