

The Classes of Information

The authority must publish information that it holds which falls within the following classes. Once published, information should be available for the current and previous two financial years. Where information has been updated or superseded, only the current version need be available (previous versions may be requested from the authority).

The Commissioner's Guidance accompanying this scheme provides lists of the types of information authorities are expected to publish under each class. The authority's Guide to Information should make clear what is available under each class.

CLASS 1: ABOUT THE ARGYLL AND BUTE LICENSING BOARD

Class description:

Information about the Argyll and Bute Licensing Board -

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services. v

Argyll and Bute Licensing Board

Guide to information available through the Model Publication Scheme 2017

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ARGYLL AND BUTE LICENSING BOARD

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL

2. GENERAL INFORMATION AND KEY CONTACT DETAILS

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do have any issues with any aspect of the publication scheme, then please contact us, and we will try and resolve your query as quickly as possible. You can contact the Clerk to the Licensing Board (*see below*) in the first instance.

Contact us

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

Clerk to the Licensing Board, Governance and Law, Argyll and Bute Council, Kilmory, Lochgilphead, Argyll, PA31 8RT

Tel: 01546 604338

e-mail: licensing@argyll-bute.gov.uk

3. COPYRIGHT

The Argyll and Bute Licensing Board holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced (but not re-used - see below) without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may however contain information where the copyright holder is not Argyll and Bute Licensing Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.P

Our current photocopying charge per sheet of paper is shown in the tables below (note – the charges are in line with Argyll and Bute Council’s fees and charges, and are subject to change on an annual basis, revised charges will be published here <http://www.argyll-bute.gov.uk/council-and-government/council-fees-and-charges>):

Current charges for photocopying (2017/18)

Black and white photocopying

Size of paper	Cost per sheet of paper (£)
A3	0.30
A4	0.15

Colour photocopying

Size of paper	Cost per sheet of paper (£)
A3	0.65
A4	0.30

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.

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 any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (*see section 6, 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. CLASSES OF INFORMATION

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 ARGYLL AND BUTE LICENSING BOARD
Class description: Information about the Argyll and Bute Licensing Board - who we are, where to find us, how to contact us, how we are managed and our external relations
Notes: The Argyll and Bute Licensing Board is a separate statutory body from Argyll and Bute Council. The Board is supported by a Clerk who gives administrative support and professional advice. The Clerk to the Board is Argyll and Bute Council’s Head of Governance and Law.

The information we publish under this class	How to access it
About the Argyll and Bute Licensing Board: <ul style="list-style-type: none">- Introduction to the Licensing Board- Current membership information- Contact details	http://www.argyll-bute.gov.uk/law-and-licensing/argyll-and-bute-licensing-board-0

<https://www.argyll->

Statement of Licensing Policy

CLASS 4: WHAT WE SPEND AND HOW WE SPEND 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.

Notes

The Board does not hold any information in this class – financial resources are managed by Argyll and Bute Council. Argyll and Bute Council's publication scheme can

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services

Notes

The Board does not hold any information in this class – performance is measured by Argyll and Bute Council. Argyll and Bute Council's publication scheme can be found here:

<http://www.argyll-bute.gov.uk/council-and-government/freedom-information>