

HISTORIC ENVIRONMENT SCOTLAND

Guide to Information Available through our Publication Scheme 2018

1. Introduction

- 1.1 Historic Environment Scotland (HES) is the lead public body for Scotland's historic environment and took up its full powers on 1 October 2015. Legally constituted by the Historic Environment Scotland Act 2014, HES has responsibility for the functions and property, rights, liabilities and obligations of its two predecessor bodies, Historic Scotland and The Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS). HES is also a registered Scottish Charity (SC045925).
- 1.3 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
- 1.4 We have adopted the Scottish Information Commissioners Model Publication Scheme 2018. You can see this scheme on our website at [Publication Scheme](#) or by contacting us at the address below.
- 1.5 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

2. Availability and formats

- 2.1 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).

3. Exempt information

- 3.1 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 or commercial information), we will remove or redact the information before publication and explain why.
- 3.2 Sometimes people make FOI and EIR requests for access to information in our collections. These requests are nearly always exempt under section 25 of the Freedom of Information (Scotland) Act or regulation 6(1)(b) of the Environmental Information (Scotland) Regulations, because this information is already in the public domain. If your request is for information from our collections rather than for information about HES as an organisation, please consult the resources section on our websites (listed under Class 2).

4. Copyright

- 4.1 Because of our role as a national collection and our role in managing properties and their associated collections on behalf of Scottish Ministers, it is important to note that copyright applies to distinct kinds of information in a different ways
- our own corporate information – that is, information that we produce about our business or in the course of our business
 - material in our physical and digital archive (e.g. books, manuscripts, photographs, drawings)
- 4.2 Where we hold the copyright you can copy or reproduce HES corporate information - reports, statistics, policies and procedures, corporate correspondence etc - provided that:
- it is copied or reproduced accurately
 - it is not used in a misleading context, and
 - the source of the material is identified
- 4.3 Authorisation to re-use copyright material not owned by HES should be sought from the copyright holders concerned. Copyright restrictions are likely to apply to material in our archives.

5. Charges

- 5.1 This section explains when we may make a charge for our publications and how any charge will be calculated.
- 5.2 You do not have to pay for:
- any information downloaded from our website
 - a single copy of any corporate document
 - information sent in electronic format as an email attachment
 - copies of any corporate publications which are already printed and available for free

5.3 You may have to pay for:

- printing or photocopying costs of 10p per page (unless your request is for fewer than 50 pages or if it is a single document)
- information provided on CD-ROM (which will be charged at 50p per disc)
- postage or other delivery (Royal Mail First Class)

5.4 You will have to pay for:

- any commercial publications falling under Class 8 of this scheme. These items are offered for sale through retail outlets and their price reflects a market value which may include the cost of production
- reprographic costs for items from our national collections

5.5 We will always tell you what the cost is before providing the information to you.

6. Contact us

6.1 Requests for information or guidance and assistance with any aspect of our information or our Publication Scheme should be directed to:

Freedom of Information
Historic Environment Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Tel: +44 (0)131 668 8600

E-mail: foi@hes.scot

6.2 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.

6.3 If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner whose contact details are:

Daren Fitzhenry
Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: +44 (0)1334 464 610

E-mail: enquiries@itspublicknowledge.info

6.4 This version of the Publication Scheme was last updated in March 2019.

The classes of information that we publish

We publish information that we hold within the following classes.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

CLASS 1: About Historic Environment Scotland

Class description:

Information about HES, 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
About Us	www.historicenvironment.scot/about-us
HES Board of Trustees	www.historicenvironment.scot/our-board
Register of Interests	Register of Declared Interests 2016-17
HES Chief Executive	www.historicenvironment.scot/chief-executive
HES Senior Staff	Paper / Electronically on request
Contact us	www.historicenvironment.scot/contact-us
Key corporate documents	
Historic Environment Scotland Act 2014	Historic Environment Scotland Act 2014 PDF version
Historic Environment Scotland Bill Financial Memorandum	HES Bill Financial Memorandum
Historic Environment Scotland Bill Policy Memorandum	HES Bill Policy Memorandum
Our Place in Time – A Historic Environment Strategy for Scotland	www.historicenvironment.scot/our-place-in-time
Shaping Our Future	Shaping Our Future
Stakeholder Engagement	www.historicenvironment.scot/stakeholder-research
Strategic Appraisal Report	Strategic Appraisal Report
HES Framework Document	www.historicenvironment.scot/framework-document
HES Corporate Plan	To follow
HES Annual Operating Plan	www.historicenvironment.scot/annual-operating-plan
Details of HES properties, including opening times and admission charges (including Friends Memberships and Explorer Passes) – various leaflets	www.historicenvironment.scot/visit
Explorer Pass Map	www.historicenvironment.scot/explorer
77 sites Guide	77 Sites Guide
Membership Handbook	Members Handbook
Access Guide	www.historicenvironment.scot/access-guide
Events Guide	www.historicenvironment.scot/events-guide PDF version
Function Venue Hire	www.historicenvironment.scot/venue-hire
HES Filming Guidance	https://www.historicenvironment.scot/media/5359/filming-guidance.pdf
HES Complaints guidance	www.historicenvironment.scot/complaints
Risk registers	Paper / Electronically on request
Health and Safety Information	Paper / Electronically on request
News and updates	www.historicenvironment.scot/news

Social networking	
Facebook	www.facebook.com/HistoricEnvScotland and www.facebook.com/visithistoricscotland
Twitter	www.twitter.com/histenvscot and www.twitter.com/welovehistory
Properties in the Care of Scottish Ministers Annual Report	Properties in the Care of Scottish Ministers 2017-18
Scottish Historic Environment Audit (SHEA)	SHEA Infographic 2018

CLASS 2: How We Deliver Functions & 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
Information about our work	
The Schedule	https://portal.historicenvironment.scot
The List	https://portal.historicenvironment.scot
The Inventory of Gardens and Designed Landscapes	www.historicenvironment.scot/gardens-and-designed-landscapes
The Inventory of Historic Battlefields	www.historicenvironment.scot/battlefields
Historic Marine Protected Areas	www.historicenvironment.scot/marine-heritage
Cultural World Heritage Sites	www.historicenvironment.scot/world-heritage-sites
Managing Change in the Historic Environment – Guidance Note Series	www.historicenvironment.scot/managing-change-guidance-notes
General guidance & information on managing change & caring for historic environment assets	www.historicenvironment.scot/advice-and-support
Historic Environment Scotland Policy Statement	Policy Statement 2016
Historic Environment Circular 1	www.historicenvironment.scot/historic-environment-circular-1
Scottish Historic Environment Audit Publications	www.historicenvironment.scot/shea www.historicenvironment.scot/publications
Technical Conservation publications	www.engineshed.scot/publications
HS Drawings of Properties in Care held in Conservation Drawings Registry	Paper / Electronically on request
Conservation Technical Advice Notes	Paper / Electronically on request
Conservation Research/Study Reports	Paper / Electronically on request
Conservation Short Guides	www.engineshed.scot/publications
Conservation Guides for Practitioners	Paper / Electronically on request
Conservation Conference Proceedings	Paper / Electronically on request
Conservation Reference Reports, Literature Reviews and other publications, including INFORM guides	www.engineshed.scot/publications
Climate Change	www.historicenvironment.scot/climate-change
Traditional building skills	Paper / Electronically on request
Resources	
Search Resources	www.canmore.org.uk and www.ncap.org.uk
Visit our Search room	www.historicenvironment.scot/visit-search-room and www.ncap.org.uk
Scran	www.scran.ac.uk
Resources for teachers and Education	www.historicenvironment.scot/learn

Groups	
PastMap	www.pastmap.org
Scotland's Historic Landuse Assessment (HLA) GIS dataset	https://portal.historicenvironment.scot
Canmore Areas	www.canmore.org.uk/content/data-downloads
Designations Map Search	Designations Map Search
Collections	
What we hold	www.historicenvironment.scot/national-record-of-the-historic-environment and www.ncap.org.uk
Collections Highlights	www.historicenvironment.scot/national-record-of-the-historic-environment
Our work	
Survey & Recording	www.historicenvironment.scot/survey-and-recording

CLASS 3: How HES Takes Decisions & What has been Decided

Class description:

Information about the decisions we take, how we make decisions and how we involve others.

HES Board minutes and papers	www.historicenvironment.scot/board-papers
Scheduled Monument Consent and Designation Decisions	https://portal.historicenvironment.scot
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2017	Historic Environment Scotland don't conduct any Environmental Impact Assessments ourselves. These would be published through the normal planning system on the relevant Local Planning Authority Portal. Please see the attached link www.gov.scot/policies/planning-architecture/overseeing-planning-system

CLASS 4: What HES spends and how it spends it

Class description:

Information about our strategy for, and management of, financial resources.

The information we publish under this class	How to access it
Historic Environment Scotland income and expenditure	www.historicenvironment.scot/income-and-expenditure
Public Services Reform Act (Scotland) 2010 Disclosure	Public Services Reform Act (Scotland) 2010
Grants for the conservation of the Historic Environment.	www.historicenvironment.scot/our-grants
HES Archaeology Programme.	www.historicenvironment.scot/archaeology-programme-funding
Pay Ranges	www.historicenvironment.scot/pay-pension
Financial Management Policies & Procedures	Paper / Electronically on request

CLASS 5: How HES manages Human, Physical and Information Resources

Class description:

Information about how we manage the Human, Physical and Information Resources of HES

The information we publish under this class	How to access it
Externally advertised vacancies	www.historicenvironment.scot/current-vacancies
Staff Structure/Organogram	Paper / Electronically on request
Staff Policies & Procedures	Paper / Electronically on request
Photo Library Images	www.scran.ac.uk
People Survey	www.historicenvironment.scot/staff-survey

CLASS 6: How HES procures goods and services from external sources

Class description:

Information about how we procure works, goods and services, and our contracts with external providers.

The information we publish under this class	How to access it
Procurement policies and procedures	www.historicenvironment.scot/procurement
Invitations to tender	https://www.publiccontractsscotland.gov.uk/
Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	www.historicenvironment.scot/media/5370/contacts-register.pdf
Any additional information published about applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)	Procurement Strategy Procurement Annual Report
Links to procurement information the authority publishes on the Public Contracts Scotland website	www.publiccontractsscotland.gov.uk

CLASS 7: How HES is performing

Class description:

Information about how we perform and how well we deliver our functions & services

The information we publish under this class	How to access it
Equalities Outcomes and Mainstreaming Report	Equality Outcomes and Mainstreaming Report
Annual Report and Financial Statements	Annual Reports and Financial Statements
Annual Sustainability Report	Annual Sustainability Report
Annual Conservation Report under the Scheme of Delegation	Annual Conservation Report under the Scheme of Delegation
Planning Performance Report	Planning Performance Report
Our Place in Time (OPiT) Annual Report - sector performance against the Strategy	OPiT Annual Report 2018
Scotland's Historic Environment Audit – biannual compendium of data on Scotland's historic environment	www.historicenvironment.scot/shea
Public Sector Reform Act (Scotland) 2010 – publication of individual payments over £25k	Public Services Reform Act (Scotland) 2010

Senior Staff salaries – published in line with SG guidelines	www.historicenvironment.scot/senior-staff-salaries
Electronic Payment Card (ePC) payments	www.historicenvironment.scot/epc-payments
Research Reports	www.historicenvironment.scot/statistics-and-analysis

CLASS 8: Our commercial products

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet.

The information we publish under this class	How to access it
Images and Data	
Buy Images and Data	www.historicenvironment.scot/our-collections and www.ncap.org.uk
Price lists	www.canmore.org.uk/content/buying-images
National Collection of Aerial Photography	
Website subscriptions	www.ncap.org.uk/products/subscriptions
Digitisation	www.ncap.org.uk/products/image-sales
Paid Searches	www.ncap.org.uk/products/paid-image-search
Print Shop	www.rcahmsprints.com
Publications	www.historicenvironment.scot/publications
Official Guides	Paper / Electronically on request

CLASS 9: Open data

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack19 and available under an open licence.

The information we publish under this class	How to access it
Listed Buildings in Scotland GIS dataset.	https://portal.historicenvironment.scot
Scheduled Monuments in Scotland GIS dataset	https://portal.historicenvironment.scot
Inventory of Gardens and Designed Landscapes in Scotland GIS dataset.	https://portal.historicenvironment.scot
Inventory of Historic Battlefields in Scotland GIS dataset.	https://portal.historicenvironment.scot
Historic Marine Protected Areas (HMPAs) in Scotland GIS polygon dataset	https://portal.historicenvironment.scot
Conservation Areas in Scotland GIS dataset	https://portal.historicenvironment.scot
Cultural World Heritage Sites in Scotland GIS dataset	https://portal.historicenvironment.scot
Properties in Care in Scotland GIS dataset	https://portal.historicenvironment.scot
Scotland's Historic Landuse Assessment (HLA) GIS dataset	https://portal.historicenvironment.scot
Canmore Areas	www.canmore.org.uk/content/data-downloads