

Publication Scheme



CROFTING COMMISSION
COIMISEAN NA CROITEARACHD

Outline

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

1. Publish the classes of information that they make routinely available; and
2. Tell the public how to access the information and whether information is available free of charge or if a payment is due what charges will be applied.

The Crofting Commission adopted the Model Publication Scheme produced by the Scottish Information Commissioner (SIC) and received approval on 05 May 2015.

You can find information about the Model Publication scheme on the SIC's website.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not), in relation to each class;
- state what charges may be applied;
- explain how to find the information easily;
- provide contact details for enquiries and getting help with accessing the information;
- explain how to request the information we hold where this has not been published.

Availability And Formats

The information we publish under the Model Publication Scheme arrangement is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information from our website or by inspection at our premises, on request. For example, we can arrange for the information to be sent as a paper copy. However, there may be a charge for this.

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 may remove or redact the information before publication, but we will explain why.

If the information you want is not in our publication scheme, you have the right to request it from us. FOISA gives you a right of access to the information we hold (whether we publish it or not), subject to certain exemptions. Find out more about how to make an information request to the Crofting Commission.

Copyright

Where we hold the copyright in our 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 we do not hold the copyright in information we publish, we will make this clear.

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 and the Commission does not pass on any other costs to you in relation to our published information. For more detailed information can be found at Appendix 1.

Contact Us

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

Write to:

Compliance Hub,
Crofting Commission,
Great Glen House,
Leachkin Road,
Inverness, IV3 8NW

E-mail: compliancehub@crofting.gov.scot

Call: 01463 663 439

We will also advise you how to ask for information that we do not publish routinely or how to complain if you are dissatisfied with any aspect of this publication scheme.

Classification Of Information Published

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 possible). 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 us

Class 2: How we deliver our functions and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our commercial publications

Class 9: Our open data

Class 1: About Us

Information about the Commission, who we are, where to find us, how to contact us, how we are managed and our external relations

General Information about the Commission

The Crofting Commission regulates and promotes the interests of crofting in Scotland.

Address: Crofting Commission,
Great Glen House,
Leachkin Road,
Inverness, IV3 8NW

E-mail: info@crofting.gov.scot

Call: 01463 663 439

Website: www.crofting.scotland.gov.uk

Office Opening Hours: 09:00 to 16:30 Monday to Thursday 09:00 to 16:00 Friday

Please note that any Public Holidays are highlighted on our website Home page and social media during the days the office is closed.

Who We Are

The Commission comprises of six Crofting Commissioners elected from geographic areas in the crofting counties, and three Commissioners appointed by the Scottish Government. The Chair is appointed by



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Senior Management Team

Details about the Commission's Senior Management Team can be found at our Leadership Team page on the Crofting Commission website.

Privacy Notice

The Crofting Commission takes the protection of your privacy seriously. To safeguard your personal data and make sure that it is accurate, we only collect and/or store the data necessary to carry out our functions as a regulatory body. You can find a copy of our Privacy Notice on our website.

Customer Care – Standards of Service

We believe our customers should always receive the highest standards of service in an efficient, open and accountable way. Details of the standards of service you can expect from us can be found on our website.

Complaints

The Crofting Commission is committed to providing high-quality customer services. We value complaints and use information from them to help us improve our services.

Detailed guidance notes describe our complaints procedure, how to make a complaint and what a complaint is available on our website.

If you are dissatisfied with our services, please tell us by emailing our complaints team at complaints@crofting.gov.scot or by sending a letter to our postal address.

Requests for Information

For details on requesting information please see the information on our Access to Information page on the Crofting Commission website.

- Freedom of Information Requests.
- Environmental Requests.
- Personal Data Requests.

You will find our guidance on vexatious or repeated requests on our website.

How the Commission is Run

Board of Commissioners

The Crofting Commission is led by a board of up to nine commissioners. They are responsible for setting policies, deciding on difficult applications, and helping to plan the future of crofting.

- Six commissioners are elected by crofters
- Up to three commissioners are appointed by Scottish Ministers

What do they do?

Commissioners work part time. The chair earns £24,787 a year for working 8 days a month. Other commissioners earn £10,812 a year for working 4.5 days a month.

All commissioners must follow a code of conduct and attend board meetings about every eight weeks

To make our work more efficient, commissioners have approved a scheme of delegation. This lets staff handle most decisions, making processes faster and more consistent.

Register of Interests

The Registers of Interests can be found by viewing each of the Crofting Commissioner's Profiles on the Crofting Commission website.

Executive Team

Details about the Commission's Leadership Team can be found on the Crofting Commission website.

Code of Conduct

The Crofting Commission's Code of Conduct can be found on the Crofting Commission website.



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Policy Plan

Full details of our most recent policy plan can be found on the Crofting Commission website.

Corporate Planning

The Crofting Commission's business and corporate plans can be found on our website.

External Relations

Accountability

The Crofting Commission is accountable to the Scottish Government (SG). The Framework document which has been drawn up by the SG in consultation with the Commission, sets out the broad framework within which the Commission will operate and defines key roles and responsibilities which underpin the relationship between the Crofting Commission and the SG. A copy of the Framework document can be found on the Crofting Commission website.

Internal and External Audit

Our internal auditors are Scott-Moncrieff and our external auditors are Deloitte LLP.

Anti-Fraud Policy

It is the Crofting Commission's policy to conduct all business in an honest and ethical manner. The Commission has a zero-tolerance approach to fraud, bribery and corruption in any form, recognising that these are contrary to its fundamental values. Details of the Crofting Commission's Anti-Fraud Policy can be found at the Crofting Commission website.

Class 2: How We Deliver Our Functions and Services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Our Enabling Legislation

The constitution, powers and duties of the Crofting Commission are set out in The Crofters (Scotland) Act 1993 as amended by the Crofting Reform (Scotland) Act 2007, the Crofting Reform (Scotland) Act 2010 and the Crofting (Amendment) (Scotland) Act 2013. The Commission produced a document which combines all the aforementioned Acts and highlights each through different colours, a copy can be found on the Crofting Commission website.

Law, Policy and Rules of Procedure

The Commission under Section 2C of the Crofting Reform (Scotland) Act 2010 submitted a Policy Plan in September 2022 to the Scottish Ministers setting out its policy on how it proposes to exercise its functions. A copy of the Policy Plan can be found on the Crofting Commission website.

Application Forms & Guidance

Details of the Crofting Commission's application forms, guidance notes and factsheets can be found on the Crofting Commission website:

- Applications and notifications
- Appointment of Grazings Committees
- Use of Common Grazings for other purposes

Register of Crofts (RoC)

The Register of Crofts is a public list of crofts which contains basic information about the croft and the people associated with it. Please note that some crofts are simply grazings shares that do not have in-by-croft land associated with them. There are just over 20,500 crofts entered on the Commission's RoC of which around 72% are tenanted and the remainder are owned. The RoC can be viewed on the Crofting Commission website.

Gaelic Language Plan

The Crofting Commission has a commitment to the National Gaelic Language Plan and the Gaelic Language (Scotland) Act 2005. A copy of our Gaelic Language Plan can be found on the Crofting Commission website.

The Commission's plan sets out a formal structure for our support of the Gaelic language, with new initiatives and clear targets and there is a strong commitment throughout the Commission to see Gaelic thrive.

Requesting Information

For details on requesting information from the Commission go to section 'Requests for Information'.

Complaints

Statistics on the number of complaints received and the outcome of these can be found on the Crofting Commission website.

Freedom of Information / Environment Information

Information on requests made to the Commission and the responses issued can be found on the Crofting Commission website.

Statistics on the number of requests and their outcomes are uploaded to the FOI Commissioners website on quarterly basis and can be found on the Information Commissioners website.

Annual Report

Details of the Crofting Commission's Annual Reports can be found on the Crofting Commission website.

Press Releases

Information on the Commission's press releases can be found on the Crofting Commission website.

Crofting Register

The Crofting Register is map based and provides a definitive record of the extent of, and interest in, land within crofting tenure in Scotland. In addition to showing the boundaries of land, the register also contains information on the crofter, owner-occupier crofter and/or the landlord of the registered croft. The Crofting Register is maintained by the Keeper of the Registers of Scotland, although the application for registration is made in the first instance to the Crofting Commission who will check the information contained in or accompanying the registration application against the information contained in the Commission's Register of Crofts (RoC).

Class 3: How The We Take Decisions and What We Have Decided

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

- Details on 'Our Enabling Legislation' can be found on the Crofting Commission website.
- Details on 'Law, Policy and Rules of Procedure' can be found on the Crofting Commission website.

Decisions

Information on how the Commission makes can be found on the Crofting Commission website.

Scheme of Delegation

Details of the Commission's Scheme of Delegation can be found on the Crofting Commission website.

Board Meetings

These are held in public and the minutes of the Board Meetings can be found on the Crofting Commission website.



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Consultations

The Crofting Commission is responsible for reviewing all matters related to crofting. As part of this work, we respond to public consultations on topics like:

- Planning
- Environmental issues
- Housing
- Local development plans.

Class 4: What We Spend and How We Spend It

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).

Annual Accounts

This information is incorporated into the Crofting Commission Annual Report, which can be found on the Crofting Commission website.

Finance Guidance

Information on the Scottish Public Finance Manual is available on the Scottish Government website.

Financial Roles and Responsibilities

Details on the financial roles and responsibilities between the Crofting Commission and the Scottish Government can be found on the Crofting Commission website.

Expenditure

Information on the Commission's expenditure on Public Relations, Overseas Travel, Hospitality & Entertainment and External Consultancy can be found on the Crofting Commission website:

Commissioners Remuneration

Details about Commissioners remuneration can be found on the Crofting Commission website.

Class 5: How We Manage Our Human, Physical and Information Resources

Information about how we manage the human, physical and information resources of the authority.

Human Resources

Anti-Fraud Policy

Details on the Commission's Anti-Fraud Policy can be found on the Crofting Commission website.

HR Strategy

Information on the Scottish Government's HR Strategy; Diversity in the Scottish Government and Dignity at Work Policy and Managing Attendance Guide is accessible on the Scottish Government's website.

Trade Union Facility Time

Crofting Commission staff are civil servants directly employed by the Scottish Government and seconded to the Crofting Commission. Crofting Commission trade union representative(s) facility time is therefore contained within the Scottish Government disclosure which can be viewed on the Scottish Government's website.



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Health & Safety Policy

The Crofting Commission Offices are located within Great Glen House, Inverness and are subject to the Health and Safety Policy which NatureScot operate for that location on behalf of all occupants.

Remote and Lone Working

A copy of the Commission's policy is available on request.

Information Resources

Records Management Plan

A copy of the Commission's Records Management Plan is available on request.

Freedom of Information / Environmental Information

A copy of the Commission's procedure/guidance is available on request.

Data Protection

The Data Protection law gives you the right to know what information is held about you and sets out rules to make sure the information is handled properly. A copy of the Crofting Commission's Data Protection Policy can be found on the Crofting Commission website.

Register of Crofts (RoC)

Information on the Register of Crofts can be found on the Crofting Commission website.

Research Publications

The Crofting Commission is responsible for reviewing matters related to crofting. All data and research that we have undertaken or commissioned is available on the Crofting Commission website.

Class 6: How We Procure Goods and Services from External Providers

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

Procurement Policy

The Crofting Commissions has adopted policy guidelines that apply to core Government Departments. These can be accessed on the Scottish Government's website.

Register of Contracts Awarded

Information on contracts awarded by the Commission can be found on the Crofting Commission website.

Financial Management

Information on the Financial Management of the Commission can be found on the Crofting Commission Website.

Audit and Finance Committee

A copy of the Audit and Finance Committees Terms of Reference can be found on the Crofting Commission website.

Class 7: How We Are Performing

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

Annual Report

Details of the Crofting Commission's Annual Reports can be found on the Crofting Commission website.

Key Performance Indicators

Details on the Crofting Commission's Performance Indicators are available on request.

Equality and Diversity Plan

Details on the Commission's Equality and Diversity Plan can be found on the Crofting Commission website.



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Class 8: Our Commercial Publications

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.

- Please note that the Crofting Commission does not hold or publish any information under this class.

Class 9: Our Open Data

The Scottish Government's Open Data Strategy recognises the value of data and responsibly makes use of data to improve public services and deliver wider societal and economic benefits for all.

In line with this strategy, the Crofting Commission will seek to make data available in formats which allow it to be easily re-used and shared. Information about the available data sets will be given below.

The full data set for our Register of Crofts, which is a public list of crofts and the people associated with them, is available to download on the Crofting Commission website. If you wish to access data/information on an individual croft you may find the information more readily accessible via our RoC Online.

Appendix 1

Schedule of charges

There are 3 types of requests that the Commission receives and deals with:

1. Straightforward requests which take less than a day to process (these will be processed free of charge);
2. Larger or more complex requests, where we will give you an estimate of the cost that you will have to pay before we provide the information;
3. Very large requests which we may not be able to process.

This schedule covers the current rates used by the Commission for providing information under specific request:

Schedule of Charges	
Type of information or service	Charge
A4 black and white photocopying or printing	10p per printed side
A3 black and white photocopying or printing	20p per printed side
A4 colour photocopying or printing	30p per printed side
A3 colour photocopying or printing	60p per printed side
CD or DVD	£1.50 per disc
Flash drive, including encryption	£75
Staff time	£15 per hour
Historic file charges	
Historic file size	Charge
40 pages and under	£10
41 to 94 pages	£20
95 to 149 pages	£30
First 150 pages	£40
Each additional page after the first 150 pages	£1 per page
Activities that may be included when calculating staff time	
Reviewing emails	
File checks within network and file storage	
Other document checks, including hard copies	
Discussions or consultations with affected third parties	
Liaison with officers	
Logging and allocating the request to an officer	
Final approval for accuracy of the information, or sign-off	
Redacting information so that it can be provided in response to a request	
Determining whether the Commission holds the information	
Locating the information	
Retrieving the information, for example from storage	
Extracting relevant information from larger documents	