

Edinburgh Trams Ltd

Guide to Information Available Through The Model Publication Scheme 2015

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.

Lothian Buses Ltd has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on our website at www.edinburghtrams.com or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can 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.

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).

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.

Copyright

Where Edinburgh Trams Ltd holds the copyright in its 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 Edinburgh Trams Ltd does 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 except where there is a statutory fee, for example, for access to registers.

We may charge for providing information to you e.g., photocopying and postage, 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 sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A1	50p
A2	30p
A3	20p
A4	10p
A5	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A1	100p
A2	50p
A3	30p
A4	20p
A5	20p

Information provided on CD-Rom will be charged at £5.00 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.

Contact Us

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

Freedom of Information Officer
Edinburgh Trams Ltd
55 Annandale Street
EDINBURGH
EH7 4AZ

foisa@edinburghtrams.com

0131 554 4494

We will also be pleased to 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.

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.

Class 1: About Edinburgh Trams Ltd

Class description:

Information about Edinburgh Trams Ltd, 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
Who We Are	Our Company
Legal Registration Numbers	Edinburgh Trams Ltd is Registered in Scotland, No. SC451434, Vat No. 167435195
How to Find Us	Our Contact Details
Mission Statement	Our Vision
Corporate Social Responsibility	Our Community
Memorandum and Articles of Association	Available on request from above address
How we are managed	Our Management
Policies	Our Policies
Freedom of Information & Publication Scheme	Freedom Of Information
Our Auditors	Scott-Moncrieff Chartered Accountants Exchange Place 3 Semple Street Edinburgh EH3 8BL

Class 2: How we deliver our 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
Services we provide - Route	Route
Services we provide - Timetable	Timetable
Services we provide - Real Time Information & Journey Planning	Travel Information
Services we provide - Travelshops	Our Travelshops
Our Charges - Tickets & Fares	Our Tickets & Fares
Our strategy and policies for delivering functions and services	Our Vision & Values Our Community Our Environment Our Policies
Information for Service Users - Social Media	Follow Us On Twitter
Information for Service Users - Terms & Conditions	Our Conditions of Carriage
Information for Service Users - Complaints & Comments	Our Customer Services
Information for Service Users - Latest News	Our News Releases

Class 3: How we take decisions and what we have 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
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Our Latest News & Information	Our News Releases
Our Management Team	Our Management

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.

The information we publish under this class	How to access it
Directors Report and Financial Statements	Our Annual Reports
<p>Edinburgh Trams is a publicly-owned business which operates in a competitive market and, since the Company's shares are wholly owned by the City of Edinburgh Council, there is a wider public interest in the Company operating successfully. The Company's continued is critically dependent on its competitive position not being undermined.</p> <p>Information regarding what Edinburgh Trams Ltd spends or plans to spend is therefore commercially sensitive information, and is considered exempt under the terms of -</p> <p>Section 33 Commercial interests and the economy</p> <p><i>sub-section (1) (b) - "Information is exempt information if - (b) its disclosure under this Act would, or would be likely to, prejudice substantially the commercial interests of any person (including, without prejudice to that generality, a Scottish public authority)."</i></p>	
Expenses Policy	
<p>Edinburgh Trams employees can reclaim business expenses providing that they are reasonable, and that they are wholly, necessarily and exclusively incurred in the course of performing their duties.</p>	

Class 5: How we manage our human, physical and information resources
Class description: Information about how we manage the human, physical and information resources of Edinburgh Trams Ltd

The information we publish under this class	How to access it
Human Resources	
<p>Edinburgh Trams has its own management team that is also supported by the following corporate functions at Lothian Buses:</p> <ul style="list-style-type: none"> • Operations • Engineering • Finance & Payroll • Commercial & Business Development • Information Technology & Systems • Corporate Communications • Marketing • HR • Operational Risk <p>Working for Edinburgh Trams Careers and current vacancies</p>	Our Management
Physical Resources	Our Careers

Edinburgh Trams manages its own facilities internally, supported by a number of outsourced agencies.	
Information Resources Privacy & Information Policy Freedom of Information	Privacy Policy Freedom of Information

Class 6: How we procure 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
We procure goods, services and works by effective use of competition whenever possible. Through our procurement actions our prime objective is to obtain best value for money. This means we consider the optimum combination of quality and whole life cost which will meet the needs of the user's requirements.	
List of Contracts	Contact us using the address(es) above

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

The information we publish under this class	How to access it
Edinburgh Trams annual report	Annual Reports

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
N/A - no information held	