



# Transport for Edinburgh

## Transport for Edinburgh 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.

Transport for Edinburgh 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 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 Transport for Edinburgh 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 Transport for Edinburgh 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**

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

#### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
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  
Transport for Edinburgh  
55 Annandale Street  
EDINBURGH  
EH7 4AZ*

*[foisa@lothianbuses.co.uk](mailto:foisa@lothianbuses.co.uk) / [foisa@edinburghtrams.com](mailto: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.

<b>Class 1: Transport for Edinburgh</b>
<b>Class description:</b> Information about Transport for Edinburgh, who we are, where to find us, how to contact us, how we are managed and our external relations

<b>The information we publish under this class</b>	<b>How to access it</b>
Who We Are	<a href="#">Our Company</a>
Legal Registration Numbers	Transport for Edinburgh is registered in Scotland, No. SC443895
How to Find Us	<a href="#">Our Contact Details</a>
Memorandum and Articles of Association	Available on request from above address
How we are managed	<a href="#">Our Management - Lothian Buses</a> <a href="#">Our Management - Edinburgh Trams</a>
Policies	<a href="#">Our Policies</a>
Freedom of Information & Publication Scheme	<a href="#">Freedom Of Information</a>
Our Auditors	Scott-Moncrieff Chartered Accountants Exchange Place 3 Semple Street Edinburgh EH3 8BL
Our Subsidiaries Transport for Edinburgh is the parent company for Lothian Buses and Edinburgh Trams. The Group's corporate services are supplied by Lothian Buses and this is reflected in this document.  Lothian Buses Ltd owns Edinburgh Bus Tours Ltd. Both of these companies have their own publication scheme though all corporate functions are provided by Lothian Buses Ltd. This is reflected in this document.  Lothian Buses Ltd also owns a number of dormant subsidiaries which have not traded in the last year.	<a href="#">Lothian Buses</a> (SC096849)  <a href="#">Edinburgh Trams</a> (SC451434)  <a href="#">Edinburgh Bus Tours</a> (SC230326)

<b>Class 2: How we deliver our functions and services</b>
<b>Class description:</b> Information about our work, our strategy and policies for delivering functions and services and information for our service users.

<b>The information we publish under this class</b>	<b>How to access it</b>
Services we provide - Routes	<a href="#">Lothian Buses</a> <a href="#">Edinburgh Trams</a> <a href="#">Edinburgh Bus Tours</a>
Services we provide - Timetables	<a href="#">Lothian Buses</a> <a href="#">Edinburgh Trams</a>
Services we provide - Real Time Information & Journey Planning	<a href="#">Our Travel Information</a>
Services we provide - Travelshops	<a href="#">Our Travelshops</a>
Our Charges - Tickets & Fares	<a href="#">Lothian Buses</a> <a href="#">Edinburgh Trams</a> <a href="#">Edinburgh Bus Tours</a>
Our strategy and policies for delivering functions and services	<a href="#">Our Group Vision &amp; Values</a>

	<a href="#">Our Environment - Lothian Buses</a> <a href="#">Our Environment - Edinburgh Trams</a> <a href="#">Our Policies - Lothian Buses</a> <a href="#">Our Policies - Edinburgh Trams</a>
Information for Service Users - Social Media	<a href="#">Follow Lothian Buses on Twitter</a> <a href="#">Follow Edinburgh Trams on Twitter</a> <a href="#">Follow Edinburgh Bus Tours on Twitter</a> <a href="#">Like Lothian Buses on Facebook</a> <a href="#">Like Edinburgh Bus Tours on Facebook</a>
Information for Service Users - Terms & Conditions	<a href="#">Conditions of Carriage - Lothian Buses</a> <a href="#">Conditions of Carriage - Edinburgh Trams</a> <a href="#">Terms &amp; Conditions - Edinburgh Bus Tours</a>
Information for Service Users - Complaints & Comments	<a href="#">Customer Services - Lothian Buses</a> <a href="#">Customer Services - Edinburgh Trams</a>
Information for Service Users - Latest News	<a href="#">News - Lothian Buses</a> <a href="#">News - Edinburgh Trams</a> <a href="#">News - Edinburgh Bus Tours</a>

<b>Class 3: How we take decisions and what we have decided</b>
<b>Class description:</b> Information about the decisions we take, how we make decisions and how we involve others

<b>The information we publish under this class</b>	<b>How to access it</b>
Our Latest News Releases & Information	<a href="#">News - Lothian Buses</a> <a href="#">News - Edinburgh Trams</a> <a href="#">News - Edinburgh Bus Tours</a>
Our Management Team	<a href="#">Lothian Buses Management</a> <a href="#">Edinburgh Trams Management</a>

<b>Class 4: What we spend and how we spend it</b>
<b>Class description:</b> 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
Directors Report and Financial Statements	<a href="#">Annual Reports - Lothian Buses and TfE</a> <a href="#">Annual Report - Edinburgh Trams</a>
<p>Transport for Edinburgh is a publicly-owned company which operates in the competitive market for local transport services and, since the Company's shares are wholly owned by the various local authorities in the Lothians, there is a wider public interest in the Company operating successfully.</p> <p>Information regarding what the Group's companies spend or plan to spend is therefore commercially sensitive information, and is considered exempt under the terms of -</p> <p><b>Section 33 Commercial interests and the economy</b></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	
Group 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.	



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

<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Reports	<a href="#">Annual Reports - Lothian Buses and TfE</a> <a href="#">Annual reports - Edinburgh Trams</a>

**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.

<b>The information we publish under this class</b>	<b>How to access it</b>
N/A - no information held	