



LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

1. If there is any information listed in this document that you cannot find, please email us at: info@lochlomond-trossachs.org and we will locate the information you need and send it to you. Or you can contact us on 01389 722600 to ask for a hard copy to be posted to you.

The Freedom of Information (Scotland) Act 2002 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.

Loch Lomond & The Trossachs National Park Authority has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. You can view the Model Publication Scheme at www.itspubliknowledge.info/mps

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.

2. Accessing information under the scheme

Our Guide to Information provides more details of the information available under the scheme, along with additional guidance on how the information falling within each "class" may be accessed. If it is not listed in our Publication Scheme you can make a request for the information under information legislation – Freedom of Information (Scotland) Act 2002 (FOISA) and Environmental Information (Scotland) Regulations 2004 (EIRs).

Online:

Most information listed in our Guide to Information is available on our website. In many cases a link will direct you to the relevant page or document. Where no such link is present, you can find this information using our website's "Search" facility at <http://www.lochlomond-trossachs.org/> If you are still having trouble finding any document listed under our scheme, then please call 01389 722600 for further assistance.

By email:

If the information that you are looking for is listed in the Publication Scheme that but is not published on our website, we can send it to you by email info@lochlomond-trossachs.org.

By phone:

Information provided through the scheme can also be requested from us over the telephone. Please call 01389 722600 to request information available under this scheme.

By post:

Information under the scheme may also be available in paper copy form. Please address your request to:

Governance & Legal Team
National Park Headquarters
Carrochan
Carrochan Road
Balloch
G83 8EG

When writing to us to request information under the scheme, please include your name and address and full details of the information or documents you would like to receive. Please also include a telephone number or email address so that we can contact you to clarify any details, if necessary.

By inspection at our premises

Some of the information that we publish in accordance with the scheme may be available for inspection on site.

Information that we may withhold

Our aim in maintaining this Guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

If a document contains information that the National Park Authority may legitimately wish to exempt from disclosure under an appropriate section of 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 inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here:

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.aspx>

If you wish to complain about any information which has been withheld from you, please refer to **Section 6 – Contact us**.

3. Charges

Wherever possible, information contained within our Guide is available from us free of charge, where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information. Charges will reflect the actual costs to the Park Authority, as set out below.

If we do need to make a charge, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

- Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).
- Computer discs will be charged at the rate of £1.00 per CD-ROM.

Postage cost:

We will pass on postage charges to you at the cost to the Park Authority of sending the information by second class post.

Charges may apply for unpublished information which is obtained by submitting a request under Freedom of Information laws.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through a retail outlet and their price reflects a 'market value' which may include the cost of production.

Charging Policy for EIR/FOISA requests

Most enquiries, where information not listed on the publication scheme can be easily located and retrieved, are free of charge. However, if your request is for information that is not easily available and is more complex to locate and retrieve then a charge may be applied. If this is anticipated to take more than seven hours to complete, the following charges apply:

Staff Costs:

- £25 per hour of staff time for environmental information
- £15 per hour of staff time for non-environmental information, charges applicable up to 10% of the total cost

If we need to make a charge we will contact you before sending any material.

We are not required to comply with a request under FOISA where the estimated cost of doing so would exceed £600. There is no upper limit for charging for environmental information.

4. Our copyright policy

Where Loch Lomond and The Trossachs National Park Authority hold the copyright in its published information this information cannot be copied or reproduced without formal permission. Such permission will usually be granted provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status is acknowledged. Contact details can be found in **sections 2 or 7**.

Where Loch Lomond and The Trossachs National Park Authority does not hold the copyright in information we publish, we will make this clear.

The publication scheme may, however, contain information where the copyright holder is not Loch Lomond and The Trossachs National Park Authority. 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. Wherever possible, this Guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

5. How to access information not available under this scheme

If the information you are seeking is not accessible via our publication scheme you may wish to request it from us.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to:

Governance & Legal Team
National Park Headquarters
Carrochan
Carrochan Road
Balloch
G83 8EG
Email: info@lochlomond-trossachs.org

The charges for information which is available under this scheme are set out under **section 3** – Our Charging Policy along with the charges for information which is not available under the scheme.

- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge, we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Environmental information:

Charges may be made for locating, retrieving and providing information to you. We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Requests for your own personal data:

Under data protection legislation you have the right to ask us to tell you whether we hold any personal information relating to you, and if so, to provide you with a copy of such data. This is called a “Subject Access Request”.

Information about how to make a request for any personal information we hold about you can be found at:

<https://www.lochlomond-trossachs.org/park-authority/freedom-of-information/accessing-personal-information/>

Our privacy policy can be found at: <https://www.lochlomond-trossachs.org/privacy-cookie-policy/>

Can I access personal information on someone else's behalf?

You can make a request on someone else's behalf. This can be necessary for a solicitor acting on behalf of a client, or it could simply be that an individual wants someone else to act for them.

In these cases, we need to be satisfied that the person making the request on behalf of another person has their permission to act on their behalf. It's the third party's responsibility to provide this evidence, which could be a written authority to make the request, or a power of attorney.

6. Contact us

You can contact us for assistance with any aspect of this guide to information. We will be pleased to hear your comments and suggestions, work to resolve any complaints, or advise you on how to ask for information that we do not routinely publish.

Governance & Legal Team
National Park Headquarters
Carrochan
Carrochan Road
Balloch
G83 8EG
Email: info@lochlomond-trossachs.org

Telephone number: 01389 722600

7. The classes of information that we publish

We publish information that we hold within the following classes.

- Class 1: About LLTNPA
- Class 2: How we deliver our functions and services
- Class 3: How LLTNPA takes decisions and what we have decided
- Class 4: What LLTNPA spends and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How LLTNPA procures goods and services from external providers
- Class 7: How LLTNPA is performing
- Class 8: Our commercial publications

CLASS 1: ABOUT LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

Class description:

Information about Loch Lomond and The Trossachs National Park Authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

Loch Lomond & The Trossachs National Park Authority is a non-departmental public body, created in terms of the National Parks (Scotland) Act 2000 and the Loch Lomond and The Trossachs National Park Designation, Transitional and Consequential Provisions (Scotland) Order 2002. Its principal offices are in Balloch, but it also has satellite offices in Callander, Balmaha, and the Duncan Mills Memorial Slipway at Loch Lomond.

We have close working ties with a number of other organisations, including the Scottish Government, SEPA, SNH, Cairngorms National Park Authority and Forestry Commission Scotland, among others. In addition, we are a member of the SEARS family of non-departmental public bodies, created with a view to reducing inter-organisational red tape for land managers.

The information we publish under this class	How to access it
Name of the Authority and address of its principal Office	Loch Lomond & The Trossachs National Park Authority Carrochan Carrochan Road Balloch G83 8EG
Names of the Park Authority Board	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/national-park-board/
How to contact the Authority	http://www.lochlomond-trossachs.org/contact-us/
General Safety Advice	http://www.lochlomond-trossachs.org/plan-your-visit/respect-park-stay-safe/
Information on the Authority's Principal and Other Locations	http://www.lochlomond-trossachs.org/plan-your-visit/visitor-centres/
Opening Hours of the Authority's Principal Office	Monday to Friday 8.30am to 5pm (please check before travelling to our offices on bank/public/local holidays)
Press Releases	https://www.lochlomond-trossachs.org/?s=press+releases
Media Enquiries	http://www.lochlomond-trossachs.org/contact-us/media-enquiries/
Travel Information	http://www.lochlomond-trossachs.org/plan-your-visit/getting-to-the-park/
Download - Map of the National Park	https://www.lochlomond-trossachs.org/park-authority/what-we-do/national-park-partnership-plan-2018-2023/map-national-park/
Key Park Facts	http://www.lochlomond-trossachs.org/discover-the-park/key-facts/
Procedure for Making a Complaint to the Park Authority	http://www.lochlomond-trossachs.org/park-authority/how-to-make-a-complaint/
The National Park Authority has a duty to take into account the views of local communities and other interested bodies. Details of how to make your voice heard	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/communities/
Scotland's Environmental and Rural Services (SEARS)	http://www.sears.scotland.gov.uk/
How to request information under the Freedom of Information (Scotland) Act 2002, or the Environmental Information (Scotland) Regulations	Requests can be made in writing or by email to: Governance and Legal Team National Park Headquarters Carrochan Carrochan Road Balloch G83 8EG Email: info@lochlomond-trossachs.org http://www.lochlomond-trossachs.org/park-

	authority/freedom-of-information/
How to request your personal information under the Data Protection Act 2018	http://www.lochlomond-trossachs.org/park-authority/freedom-of-information/accessing-personal-information/

CLASS 2: HOW LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY DELIVERS 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 three core areas of business for the National Park Authority are **Conservation, Visitor Experience** and **Rural Development**. These activities are supported by the Corporate Services function.

The National Park Authority is a **Planning Authority**, with planning powers to decide all planning and related applications within the boundary of Loch Lomond & The Trossachs National Park.

The National Park is an **Access Authority**, and upholds access rights in accordance with the [Land Reform \(Scotland\) Act 2003](#).

The information we publish under this class	How to access it
Conservation and Land Use	
<p>Wild Park 2020, the National Park Biodiversity Action Plan, incorporating ten nature conservation programmes including Geodiversity and our work to deliver the Scottish Biodiversity Duty and 'Our Five Wild Challenges':</p> <ul style="list-style-type: none"> • management of invasive species • protection of red squirrels • restoration of woodland habitats • protection of black grouse • conservation of mountain bogs 	<p>Wild Park 2020 project information available at:</p> <p>http://www.lochlomond-trossachs.org/park-authority/publications/wild-park-2020-biodiversity-action-plan/</p>
<p>Wildlife & Nature in the National Park</p> <ul style="list-style-type: none"> • Breadalbane • Cowal • Loch Lomond • The Trossachs 	<p>http://www.lochlomond-trossachs.org/things-to-see/wildlife-nature/</p>
Grants & Funding	<p>http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/funding-grants/</p>
Land Management	<p>http://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/land-management/</p>

Integrated Land Management Plans	https://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/land-management/advice/integrated-land-management-plans/
Scottish Rural Development Programme	https://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/land-management/advice/scottish-rural-development-programme/
Invasive non-native Plants	http://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/invasive-non-native-plants/
Black Grouse Conservation	http://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/black-grouse/
Red Squirrel Conservation	http://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/red-squirrels/
Landscape	
Wildness Land Mapping Studies	http://www.lochlomond-trossachs.org/park-authority/publications/wildness-study/
Biodiversity Habitat Audit	http://www.lochlomond-trossachs.org/park-authority/publications/biodiversity-habitat-audit/
Visitor Experience	
What we do	http://www.lochlomond-trossachs.org/park-authority/what-we-do/
Six best lochs	http://www.lochlomond-trossachs.org/discover-the-park/inspiration/six-best-lochs/
Scenic Routes & Viewpoint	http://www.lochlomond-trossachs.org/things-to-see/scenic-routes-viewpoints/
8 Great Outdoors action for Family	http://www.lochlomond-trossachs.org/discover-the-park/inspiration/8-great-outdoors-activities-families/
Great places to mountain bike	http://www.lochlomond-trossachs.org/discover-the-park/inspiration/8-great-places-mountain-bike-park/
Five easier Munro walks	http://www.lochlomond-trossachs.org/discover-the-park/inspiration/five-easier-munro-walks/
10 Facts on Loch Lomond's islands	http://www.lochlomond-trossachs.org/discover-the-park/inspiration/12-facts-loch-lomonds-islands/
Views to take your breath away	http://www.lochlomond-trossachs.org/discover-

Great outdoor activities for families	the-park/inspiration/views-to-take-breath-away/ http://www.lochlomond-trossachs.org/discover-the-park/inspiration/8-great-outdoors-activities-families/
Tourism Strategy	http://www.lochlomond-trossachs.org/park-authority/publications/sustainable-tourism-2007-12/
Scenic routes in the National Park	http://www.lochlomond-trossachs.org/visiting/scenic-routes/menu-id-981.html
Filming in the Park	https://www.lochlomond-trossachs.org/contact-us/filming-in-the-national-park/
<p>Outdoor Access</p> <p>The Land Reform (Scotland) Act 2003 places a number of duties on the National Park Authority in relation to the management of outdoor access. As an Access Authority we must:</p> <ul style="list-style-type: none"> • Uphold access rights in the Park • Prepare a Core Paths Plan • Establish a Local Access Forum • Promote the Scottish Outdoor Access Code 	
Core Paths Plan	http://www.lochlomond-trossachs.org/park-authority/publications/core-paths-plan/
Outdoor recreation plan	http://www.lochlomond-trossachs.org/park-authority/publications/outdoor-recreation-plan/
Local Access Forum	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/local-access-forum/
Scottish Outdoor Access Code	http://www.outdooraccess-scotland.com/the-act-and-the-code/introduction
Loch Lomond Byelaws 2013	https://www.lochlomond-trossachs.org/contact-us/make-a-payment/registering-boat-use-loch-lomond/
Camping Management Byelaws 2017	https://www.lochlomond-trossachs.org/things-to-do/camping/campingbyelaws/
Camping in the park leaflet	https://www.lochlomond-trossachs.org/rr-content/uploads/2017/02/Camping-in-the-Park-revised.pdf
Angling in the Park leaflet	https://www.lochlomond-trossachs.org/rr-content/uploads/2017/02/Angling-in-the-Park-2017-for-web.pdf
Exploring your National Park leaflet	https://www.lochlomond-trossachs.org/rr-content/uploads/2017/11/Exploring_the_Park

	2017_web.pdf
Respect Your Park leaflet	https://www.lochlomond-trossachs.org/rr-content/uploads/2017/02/Respectcamping-web.pdf
Be Safe on Loch Lomond – Boating /Swimming	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/09/Swim-Safe-Loch-Lomondv8.pdf
Outdoor access activities on land & water <ul style="list-style-type: none"> • Cycling • Walking • Waterbus & Cruises • Water activities • Angling • Golf • Horse-riding • Climbing • Camping • Wildlife watching • Sailing and windsurfing • Swimming • Boating safety • All abilities access 	http://www.lochlomond-trossachs.org/things-to-do/
Development Management	
This is the process where planning and other applications submitted to the National Park Authority are determined.	
Planning applications – Online	http://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/
Planning advice leaflets	http://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/helpful-resources/
Planning application fees list	http://www.lochlomond-trossachs.org/planning/planning-applications/faq/planning-fees-applicable-application/
The Park Authority's weekly planning list includes the following: <ul style="list-style-type: none"> • Valid planning applications received • Delegated Officer decisions • Committee decisions • Planning appeals • Enforcement matters • The Forestry Commission public register of new planting and felling applications • Forestry Commission register of EIA determinations 	http://www.lochlomond-trossachs.org/planning/planning-applications/find-an-application/weekly-planning-lists-2018/

<ul style="list-style-type: none"> • Land Reform(Scotland) Act Section 11 Access exemption applications • Other planning issues • Byelaw exemption applications • Byelaw authorisation applications 	
Planning enforcement and development monitoring advice	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Planning-Advice-Note-Enforcement-Monitoring.pdf
<p>The Park Authority is required to display the following types of enforcement notices:</p> <p>s33A Notice requiring application for planning permission for development already carried out</p> <p>s127 Enforcement notices</p> <p>s140 Stop notices</p> <p>s144A Temporary stop notices</p> <p>s145 Breach of condition notices</p>	http://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/helpful-resources/planning-enforcement-monitoring/
Planning Appeals & Local Reviews	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/local-review-body/
Planning Service Charter	http://www.lochlomond-trossachs.org/planning/planning-applications/planning-service-charter/
Trees and Development Sites	
Protected trees and tree works	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Planning-Advice-Note-Protected-Trees-Tree-Works-V2_0.pdf
Tree enquiry form & making a tree preservation order	http://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/trees/
Development Planning	
The National Park Authority has a statutory duty to prepare a Local Development Plan containing policy and guidance which directs future development and use of land.	
Our Adopted Local Plan	http://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/
How did we get here?	https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/how-did-we-get-here/
Blog	https://www.lochlomond-trossachs.org/planning/blog/

Development Delivery	http://www.lochlomond-trossachs.org/planning/development-delivery/
Live Park – Strategic Environmental Assessment	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/11/PLDPEnvironmental-Report-Final-post-examination-V1_0-Final.pdf
Development Plan scheme	http://www.lochlomond-trossachs.org/planning/planning-guidance/development-plan-scheme/
Community Empowerment	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/communities/community-empowerment/
<p>Local Development Plan Supplementary Guidance</p> <p>These documents are listed on this webpage: http://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/</p> <p>Where no link to the direct pdf is provided (document in draft) the link above should be used</p>	
SG Housing	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/SG-Housing-2017-adopted.pdf
SG: Design and Placemaking	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/08/LDP-Draft-Design-and-Placemaking-SG-1.pdf
SG: West Loch Lomondside Rural Development Framework	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/SG-West-Loch-Lomond-RDF-2017-adopted.pdf
Buchanan South Rural Development Framework	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/SG-Buchanan-South-RDF-2017-adopted.pdf

Planning Guidance	
Listed Buildings and Conservation Areas	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Listed_buildings_pgs_2016_final-1.pdf
Callander South Master Plan Framework	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/AdoptedCallanderSouthMasterplan.pdf
Developer Contributions	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Developer-Contributions-Supplementary-Guidance_2018.pdf
Visitor Experience	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/PG-Visitor-Experience-Approved.pdf
Renewable Energy	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/PG-Renewables-2017-Approved.pdf
Delivery	
Local Development Plan	https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/
Action Programme	http://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan-action-programme/
Monitoring Framework	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Monitoring-Framework-V2.1-committee-changes.pdf
Housing Land Audit 2017	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Housing-Land-Audit-2017-FINAL-merged.pdf
Background documents	
<p>List of background documents here:</p> <p>Includes:</p> <ul style="list-style-type: none"> • Report of Examinations – Proposed LDP • Reporters’ Recommendations – Proposed LDP <p>Examinations</p> <ul style="list-style-type: none"> • Population and Housing Background Paper • Habitats Regulations Appraisal November 2016 • Action Programme • Monitoring Report 	http://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/

<ul style="list-style-type: none"> • Main Issues Report Verbatim Comments March 2015 • Additional Sites Verbatim Report February 2015 • Strategic Environmental Assessment November 2016 • Equality Impact Assessment • LDP 2017 SEA Post Adoption Statement 	
Direct link to key Background documents	
Equality impact assessment	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/08/LDP-EQIA-Proposed-Plan-1.pdf
Habitats Regulations Appraisal	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/11/2016-10-31-Local-Development-Plan-HRA-V1_0-FINAL-following-examination.pdf
Strategic Environmental assessment (SEA) – 2 docs	
LDP 2016 SEA : Strategic Environmental Assessment November 2016	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/11/PLDPEnvironmental-Report-Final-post-examination-V1_0-Final.pdf
LDP 2017 SEA : Post Adoption Statement	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/LDP-2017-SEA-Post-Adoption-Statement.pdf
Rural Development and Planning	
Planning Performance Framework Annual Report	https://www.lochlomond-trossachs.org/park-authority/publications/planning-performance-framework-2016-17/
Planning Service Contacts List	http://www.lochlomond-trossachs.org/planning/contact-planning-team/
Listed Building Information	http://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/listed-buildings-conservation-areas/
Landscape Capacity Assessment for Drymen and Gartocharn	http://www.lochlomond-trossachs.org/park-authority/publications/drymen-gartocharn-landscape-capacity-assessment/
Tree Preservation Order Information	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Making-a_Tree_Preservation_order.pdf

CLASS 3: HOW LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY MAKES DECISIONS AND WHAT IT HAS 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
National Park Authority Board – structure and Board members, code of conduct and role description.	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/national-park-board/
Board Standing Orders	https://www.lochlomond-trossachs.org/rr-content/uploads/2016/06/20180614-Board-Standing-Orders-Board-Approved.pdf
Board Meetings are held in public at least three times a year and agendas and papers for these meetings are posted online before each meeting.	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/meetings/
<p>Planning and Access Committee - normally meets once a month in public. Agendas and papers, Standing Orders and information leaflets for the following:</p> <ul style="list-style-type: none"> • Planning and Access Committee Advice Leaflet • Hearing Advice Leaflet • Members Site Visit Advice Leaflet 	<p>http://www.lochlomond-trossachs.org/park-authority/our-board-committees/planning-access-committee/</p> <p>Hard copies of meeting papers are also available for public viewing in the Park Authority’s main offices in Balloch and satellite premises in Callander.</p>
Environmental Impact Assessment Reports (EIAs) undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2017	<p>All EIA reports for planning applications are available via our online planning portal:</p> <p>https://eplanning.lochlomond-trossachs.org/OnlinePlanning/?agree=0</p>
<p>Audit & Risk Committee - meets 4 times a year. Agendas and papers.</p> <p>Terms of Reference</p>	<p>http://www.lochlomond-trossachs.org/park-authority/our-board-committees/meetings/</p> <p>https://www.lochlomond-trossachs.org/rr-content/uploads/2016/06/20180312-Audit-Committee-Terms-of-Reference-Board-Approved.pdf</p>
The National Park Partnership Plan	http://www.lochlomond-trossachs.org/park-authority/publications/national-park-partnership-plans/
Wild Park 2020 – our strategy for nature conservation, a series of projects the Park Authority is working on with a wide range of partners.	http://www.lochlomond-trossachs.org/park-authority/publications/wild-park-2020-biodiversity-action-plan/
Your Park project - programme to enhance the visitor experience in Loch Lomond & The Trossachs National Park and to improve our most cherished lochshores.	http://www.thisisyourpark.org.uk/

Stakeholder forum	http://www.thisisyourpark.org.uk/downloads/
Your Park – Strategic Environmental Assessment	http://www.thisisyourpark.org.uk/downloads/
Outdoor Recreation Plan 2013-2017	http://www.lochlomond-trossachs.org/park-authority/publications/outdoor-recreation-plan/
The National Park is working with partners to help SEPA manage the water environment and achieve water body objectives.	http://www.sepa.org.uk/
Community Councils	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/communities/
Community Partnership	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/communities/the-community-partnership/
Community Projects	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/communities/projects/
Keep Scotland Beautiful Litter Audit	http://www.lochlomond-trossachs.org/park-authority/publications/local-environmental-quality-audit-2015/

CLASS 4: WHAT LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY SPENDS AND HOW IT SPENDS 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 Finance department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities.

The information we publish under this class	How to access it
<p>Financial Statements - statements of net expenditure, financial position and cash flow.</p> <p>Auditor's Report – independent opinion on the Authority's financial statements.</p> <p>Operating Costs – breakdown of annual costs for areas including travel & subsistence, stationery and IT.</p> <p>Senior Staff Remuneration for Chief Executive and Directors – details of basic salary band, performance related pay and pension benefits.</p> <p>Board Members Fees and Expenses – information for previous 2 financial years.</p>	<p>Within annual report</p> <p>http://www.lochlomond-trossachs.org/park-authority/publications/annual-reports-accounts/</p>
Annual Expenditure	http://www.lochlomond-trossachs.org/park-

<ul style="list-style-type: none"> • Public relations • Overseas travel • Hospitality and entertainment • External consultancy • Individual payments greater than £25,000 	authority/publications/annual-expenditure/
Audit Committee Reports – issued quarterly with an annual budget for approval.	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/meetings/

CLASS 5: HOW LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources at the Park Authority.

The information we publish under this class	How to access it
Register of Board Members Interests – via hyperlink on each Member’s name	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/national-park-board/
Board Members Code of Conduct and Role Description	http://www.lochlomond-trossachs.org/rr-content/uploads/2016/07/Park_Authority_Code-of-Conduct.pdf
Details of volunteer opportunities throughout the National Park, with the National Park Authority.	http://www.lochlomond-trossachs.org/looking-after-the-park/volunteering/
Outdoor Learning	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/outdoor-learning/
Education Visits	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/outdoor-learning/support-for-your-visit/
John Muir Award	https://www.lochlomond-trossachs.org/park-authority/how-we-can-help/outdoor-learning/john-muir-award/
Employment Opportunities	http://www.lochlomond-trossachs.org/park-authority/careers-with-us/why-work-here/
Booking Our Meeting Room Facilities	https://www.lochlomond-trossachs.org/venue-hire/
Boat Launch Facilities	http://www.lochlomond-trossachs.org/contact-us/make-a-payment/registering-boat-use-loch-lomond/
Visitor Information Centres and Facilities	http://www.lochlomond-trossachs.org/plan-your-visit/visitor-centres/
Education Resources	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/outdoor-learning/education-resources/

CLASS 6: HOW LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

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

All goods, service & works contracts over £2000 are acquired via completion. Depending on value of contract on offer and associated risk, this determines the type of competition undertaken.

The information we publish under this class	How to access it
Contracts and tenders with Loch Lomond & The Trossachs National Park Authority are advertised on the Scottish Government's public contracts portal website.	www.publiccontractsscotland.gov.uk
<p>Information on the following is published annually in accordance with Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010.</p> <ul style="list-style-type: none"> • Public relations • Overseas travel • Hospitality and entertainment • External consultancy • Individual payments greater than £25,000 	www.lochlomond-trossachs.org/park-authority-publications/annual-reports-accounts/
Information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015	www.publiccontractsscotland.gov.uk
<p>Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value.</p> <p>If there is a particular contract you are interested in and you do not find the information you are looking for on the public contracts website, please contact us directly for further information.</p>	www.publiccontractsscotland.gov.uk

CLASS 7: HOW LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY IS PERFORMING

Class description:

Information about how Loch Lomond & the Trossachs National Park Authority performs as an organisation, and how well it delivers its functions and services.

The information we publish under this class	How to access it
Annual report and accounts	http://www.lochlomond-trossachs.org/park-authority/publications/annual-reports-accounts/
Board and Audit & Risk Committee meeting and reports. Special Board meetings can be called at the discretion of the Convener to consider an urgent item of business	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/meetings/
<p>Mainstreaming Equality reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended.</p> <p>Our Mainstreaming report also includes:</p> <ul style="list-style-type: none"> • Equalities Mainstreaming & new outcomes 2017-2021 • Equalities Outcome Progress 2013-17 • Employee Information/Workforce Composition (including Board members) • Gender pay gap • Occupational segregation • Equal pay policy statement • Staff monitoring data • Visitor monitoring data 	http://www.lochlomond-trossachs.org/park-authority/publications/equality-mainstreaming-outcomes-report-2017/
Employee and Board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties)(Scotland) Regulations 2012, as amended.	Information about the diversity of the Park Authority Board is included in Pg22 of our mainstreaming report (link above)

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
Loch Lomond Navigation Chart	Available to purchase in hard copy for £12 from Duncan Mills Memorial Slipway

CLASS 9 : OPEN DATA**Class description:**

Open data made available by the Park Authority, available under an open licence.

The information we publish under this class	How to access it
<p>The “LLTNP Camping byelaws management zones” dataset is now available for viewing and download, and as a free to use data service on the ESRI Open data portal.</p> <p>This information is also available on the data.gov.uk site</p>	<p>https://data.gov.uk/dataset/lltnp-camping-byelaws-management-zones-2017</p>

Document Control Sheet

Prepared By	Governance and Legal Team
Last updated	November 2018
Review Frequency	Ongoing monitoring, next scheduled update October 2019
Contact	info@lochlomond-trossachs.org

Revision History:

Version:	Date:	Summary of Changes:	Name:
V4_0	November 2018	Update	Information Officer
V3_0	October 2017	Update and addition of new section on Open Data	Information Officer
V2_0	May 2015	Complete revision of all sections	Information Officer
V1_0	2012	All sections checked and updated as required.	Governance Manager

Distribution: This document has been distributed to:

Name:	Title/Division:	Date of Issue:	Version:
All staff	All areas	November 2018	V4_0
All staff	All areas	October 2017	V3_0
All staff	All areas	May 2015	V2_0