Guide to information available through the model publication scheme

Loch Lomond & The Trossachs National Park Authority

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Introduction

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.

Definition of "published" information

For the purposes of this MPS, to be "published", information must be

- Already produced and prepared and
- Available to anyone to access easily without having to make a request for it

Research and information services which involve the commissioning of new information are not "publications"

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

Adoption of the MPS

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 online.

Adoption of the MPS commits the Park Authority to:

Use the MPS as our publication scheme, accepting any updates to the MPS without amendment

Publish the information, including environmental information we hold with falls within the classes of information (see below)

Ensure that the way we publish our information meets the MPS Principles (see below)

Produce a Guide to Information which sets out:

- The information we publish through the MPS how to access it
- Whether there is a charge for it
- How to get hep to access information

Principle One: 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).

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 the Loch Lomond & The Trossachs National Park Authority website "Search" facility. 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.

Principle Two: 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.

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 on the Public Knowledge website.

If you wish to complain about any information which has been withheld from you, please refer to Principe Five: Contact details.

Principle Three: Copyright and re-use

Where the 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 at Principle Five: Contact details

Where the 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 the 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.

Re-use means using public sector information for a purpose other than the initial public task it was produced for. Typically this would mean an individual, company or other organisation taking information the Park Authority has produced and republishing it or using it to produce a new product or resource, often by combining it with other information. This is sometimes, though not always on a commercial basis. The Re-us of Public Sector Information Regulations 2015 (RPSI) is about permitting re-use of information and how it is made available.

RPSI does not apply to information that would be exempt from disclosure under information access legislation i.e. the Data Protection Act, the Freedom of Information (Scotland) Act, the Environmental Information (Scotland) Regulations and the INSPIRE (Scotland)Regulations.

Information that would be exempt from a request under Section 25 of the Freedom of Information (Scotland) Act because it is already reasonably accessible to the requester would normally be available for re-use.

RPSI does not apply to recorded information held by the Park Authority if someone else holds the intellectual property rights (e.g. copyright or database right) the Park Authority can only permit re-use if it holds the intellectual property rights to the information.

Requests for re-use must be submitted in writing with a name and address for correspondence to the address given at Principle Five: contact details, specifying the information to be re-used and the purpose it is intended to use it for.

Principle Four: 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.

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 online.

View our privacy 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.

Principle Five: Contact details

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.

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.

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

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

Email: info@lochlomond-trossachs.org

Telephone number: 01389 722600

Principle Six: Duration

Once published through this Guide to Information, the information should be available for the current and previous two financial years. Where information has been updated or superseded, only the current version need be available) previous versions may be requested from us.

The Guide to Information contains a 'last reviewed date' on the document control sheet showing when this document was last reviewed, to ensure it contains the most up to date information.

The Classes of Information

	Class	Description
1	About the Authority	Information about the Park Authority, who we are, where to find us, how to contact us, how we are managed and our external relations.
2	How we deliver our functions and services	Information about our work, our strategies and policies for delivering our functions and services and information for our service users.
3	How we take decisions and what we have decided	Information about the decisions we take, how we make decisions and how we involve others.
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)
5	How we manage our human, physical and information resources	Information about how we manage our human, physical and information resources.
6	How we procure good and services from external providers	Information about how we procure goods and services and out contracts with external providers.
7	How we are performing	Information about how we perform as an organisation and how well we deliver our functions and services
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.
9	Our open data	The open data we make available as describe by the Scottish Government's Open Data Strategy and Resource Pak, available under an open licence.

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
• 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)
• 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/plan-your-visit/getting-to-the-park/
• 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/
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 & Other Locations	http://www.lochlomond-trossachs.org/plan-your-visit/visitor-centres/
Information Press Releases	https://www.lochlomond-trossachs.org/?s=press%2Breleases

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 a Map of the National Park	https://www.lochlomond-trossachs.org/park-authority/what-we-do/national-park-partnership-plan-2018-2023/map-national-park/ https://www.lochlomond-trossachs.org/explore-by-map/
Key Park Facts	https://www.lochlomond-trossachs.org/discover-the-park/key-facts/
Procedure for Making a Complaint to the Park Authority	http://www.lochlomond-trossachs.org/plan-your-visit/getting-to-the-park/ https://www.lochlomond-trossachs.org/park-authority/how-to-make-a-complaint/
How to request your personal information under the Data Protection Act 2018	https://www.lochlomond-trossachs.org/park-authority/freedom-of-information/accessing-personal-information/
Scotland's Environmental and Rural Services (SEARS)	https://www.nature.scot/scottish-environmental-and-rural-services-sears

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 **Place.** 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 Scottish Legislation Act 2003

The information we publish	how we use it.

under this class	
Conservation and Land Use • Wild Park 2020, the <u>National Park Biodiversity Action Plan</u>, incorporating ten nature conservation programmes including Geodiversity and our work to deliver the Scottish Biodiversity Duty and 'Our Five Wild Challenges': o Management of invasive species o Protection of red squirrels o Restoration of woodland habitats o Protection of black grouse o Conservation of mountain bogs	http://www.lochlomond-trossachs.org/park-authority/publications/wild-park-2020-biodiversity-action-plan/ https://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/peatland-restoration/
• <u>Wildlife & Nature in the National Park</u> o Breadalbane o Cowal o Loch Lomond o The Trossachs	http://www.lochlomond-trossachs.org/things-to-see/wildlife-nature/
• <u>Grants & Funding</u>	http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/funding-grants/
• <u>Land Management</u>	http://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/land-management/
• <u>Integrated Land Management Plans</u>	https://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/land-management/advice/integrated-land-management-plans/
• <u>Scottish Rural Development Programme</u>	https://www.lochlomond-trossachs.org/park-authority/what-we-do/conservation/land-management/advice/scottish-rural-development-programme/
• <u>Invasive non-native Plants</u>	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/
• 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/

• 2011/2012 Historic Designed Landscapes Project, summary report. Individual site reports are available on request.
   o List of sites
   o Arden
   o Ardgarten
   o Ardvorlich
   o Balloch
   o Bannachra
   o Benmore
   o Boturich
   o Cameron
   o Drimsynie
   o Drumquhassle
   o Duchray
   o Edinample
   o Edinchip
   o Finnich Malise
   o Gart
   o Glenfinart
   o Glenloin
	http://www.lochlomond-trossachs.org/park-authority/publications/wild-park-2020-biodiversity-action-plan/

o Inchmahome	
o Invertrossachs	
o Kinnell	
o Lomond Castle	
o Rednock	
o Roman Camp	
o Rossdhu	
o Shannochill	
o Stronvar	
o Stuckgowan	
o Tigh Mor	
o Wards	
o Westerton	
o Woodbank	
o Auchenndennan	
o Buchanan	
o Caldarvan	
o Camstradden	
o Dahair	
o Leny House	
o Ross Priory	
Visitor Experience	
Six best lochs	http://www.lochlomond-trossachs.org/discover-the-park/inspiration/six-best-lochs/
Scenic Routes & Viewpoints	http://www.lochlomond-trossachs.org/things-to-see/scenic-routes-viewpoints/
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-the-park/inspiration/views-to-take-breath-away/
Great outdoor activities for families	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/

Filming in the Park	https://www.lochlomond-trossachs.org/contact-us/filming-in-the-national-park/
Outdoor Access	
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/park-authority/what-we-do/register-of-byelaws/ https://www.lochlomond-trossachs.org/wp-content/uploads/2016/07/Loch-Lomond-Byelwas-2013.pdf
Camping Management Byelaws 2017	https://www.lochlomond-trossachs.org/things-to-do/camping/campingbyelaws/
Angling in the Park leaflet	https://www.lochlomond-trossachs.org/things-to-do/angling/angling-camping-byelaws/
Respect the Park Information	https://www.lochlomond-trossachs.org/plan-your-visit/respect-park-stay-safe/
Be Safe on Loch Lomond – Boating /Swimming advice	https://www.lochlomond-trossachs.org/plan-your-visit/respect-park-stay-safe/Fun-stay-safe-water/
Outdoor access activities on land & water - 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	
Planning applications – Online	https://www.lochlomond-trossachs.org/planning/planning-applications/find-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/
View the Park Authority's weekly planning list includes the following: • Valid Planning Applications Received • Delegated Officer Decisions • Committee Decisions • DPEA Appeal Decisions • Local Review Body (LRB) Appeal Decisions • Enforcement Matters • Land Reform (Scotland) Act Section 11 Access Exemption Applications • Other Planning Issues • Byelaw Exemption Applications • Byelaw Authorisation Applications	https://www.lochlomond-trossachs.org/planning/planning-applications/find-an-application/weekly-planning-lists-2022/
View the planning enforcement and development monitoring advice	http://www.lochlomond-trossachs.org/wp-content/uploads/2019/03/Enforcement-Monitoring-Advice-updated-2018.pdf
Here you can view The National Parks Enforcement Notices o s33A Notice requiring application for planning permission for development already carried out o s127 Enforcement notices o s140 Stop notices o s144A Temporary stop notices	http://www.lochlomond-trossachs.org/wp-content/uploads/2019/03/Enforcement-Monitoring-Advice-updated-2018.pdf https://eplanning.lochlomond-trossachs.org/OnlinePlanning/search.do?action=simple&searchType=Enforcement

○ s145 Breach of condition notices	
• 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/
Tree and Development Sites Protected trees and tree works and how to accessing a Tree enquiry form and making a tree preservation order (TPO)	https://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/trees/
Development Planning Our Adopted Local Plan How did we get here? Blog Development Delivery Live Park – Strategic Environmental Assessment Development Plan scheme Community Empowerment	• http://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/ • https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/how-did-we-get-here/ • https://www.lochlomond-trossachs.org/planning/blog/ • http://www.lochlomond-trossachs.org/planning/development-delivery/ • https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/how-did-we-get-here/ • http://www.lochlomond-trossachs.org/planning/planning-guidance/development-plan-scheme/ • http://www.lochlomond-trossachs.org/park-authority/how-we-can-help/communities/community-empowerment/

Local Development Plan and Supplementary Guidance
 	
    ○ SG Housing
 	
    ○ SG: Design and Placemaking
 	
    ○ SG: West Loch Lomondside Rural Development Framework
	https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/

o Buchanan South Rural Development Framework o Strathard Framework **Planning Guidance** • Listed Buildings and Conservation Areas • Callander South Master Plan Framework • Developer Contributions	http://www.lochlomond-trossachs.org/wp-content/uploads/2016/07/Listed_buildings_pgs_2016_final-1.pdf http://www.lochlomond-trossachs.org/wp-content/uploads/2016/07/AdoptedCallanderSouthMasterplan.pdf http://www.lochlomond-trossachs.org/wp-content/uploads/2016/07/Developer-Contributions-Supplementary-Guidance_2018.pdf
• Visitor Experience • Renewable Energy	http://www.lochlomond-trossachs.org/wp-content/uploads/2016/07/PG-Visitor-Experience-Approved.pdf http://www.lochlomond-trossachs.org/wp-content/uploads/2016/07/PG-Renewables-2017-Approved.pdf
Audits Action Programme Monitoring Framework Housing Land Audits	http://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan-action-programme/ https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/local-development-plan-monitoring-and-audits/ https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/local-development-plan-monitoring-and-audits/
Background documents o Report of Examinations – Proposed LDP o Reporters' Recommendations – Proposed LDP Examinations o Population and Housing Background Paper o Habitats Regulations Appraisal November	https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/how-did-we-get-here/

2016
 	
    o Action Programme
 	
    o Monitoring Report
 	
    o Main Issues Report Verbatim Comments March 2015
 	
    o Additional Sites Verbatim Report February 2015
 	
    o Strategic Environmental Assessment November 2016	

Key background documents • Equality impact assessment • Habitats Regulations Appraisal	http://www.lochlomond-trossachs.org/wp-content/uploads/2016/08/LDP-EQIA-Proposed-Plan-1.pdf http://www.lochlomond-trossachs.org/wp-content/uploads/2016/11/2016-10-31-Local-Development-Plan-HRA-V1_0-FINAL-following-examination.pdf
Strategic Environmental assessment (SEA) – 2 docs • http://www.lochlomond-trossachs.org/wp-content/uploads/2016/08/LDP-EQIA-Proposed-Plan-1.pdf • https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/ • LDP 2017 SEA - Post Adoption Statement • LDP Habitats Regulations Appraisal 2016	http://www.lochlomond-trossachs.org/wp-content/uploads/2016/08/LDP-EQIA-Proposed-Plan-1.pdf https://www.lochlomond-trossachs.org/planning/planning-guidance/local-development-plan/ http://www.lochlomond-trossachs.org/wp-content/uploads/2016/07/LDP-2017-SEA-Post-Adoption-Statement.pdf http://www.lochlomond-trossachs.org/wp-content/uploads/2016/11/2016-10-31-Local-Development-Plan-HRA-V1_0-FINAL-following-examination.pdf
Rural Development and Planning –Place Planning • Planning Performance Framework Annual Reports • Planning Service Contacts List	https://www.lochlomond-trossachs.org/planning/our-planning-team/our-performance/ http://www.lochlomond-trossachs.org/planning/contact-planning-team/ http://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/listed-buildings-conservation-areas/ http://www.lochlomond-trossachs.org/park-

	authority/publications/drymen-gartocharn-landscape-capacity-assessment/ https://www.lochlomond-trossachs.org/planning/planning-applications/make-an-application/trees/
• Listed Building Information • Landscape Capacity Assessment for Drymen and Gartocharn • Tree Preservation Order Information	

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. • Board Standing Orders	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/national-park-board/ http://www.lochlomond-trossachs.org/park-authority/our-board-committees/national-park-board/
• 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/
• Planning and Access Committee - normally meets once a month in public. Agendas and papers,	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/planning-

Standing Orders and information leaflets for the following:
 	
    o Planning and Access Committee Advice Leaflet
 	
    o Hearing Advice Leaflet
 	
    o Members Site Visit Advice Leaflet
	access-committee/

• Environmental Impact Assessment Reports (EIAs) undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2017	https://eplanning.lochlomond-trossachs.org/OnlinePlanning/?agree=0
• Audit & Risk Committee - meets 4 times a year. Agendas and papers with Terms of Reference	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/meetings/ http://www.lochlomond-trossachs.org/park-authority/our-board-committees/audit-committee/
• 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/

We are working to become a net zero authority by 2030 **Mission Zero** With this goal in sight, we will dramatically reduce the emissions associated with the work we undertake, the services we deliver and those arising from across the land and buildings we manage. ☐	https://www.lochlomond-trossachs.org/park-authority/publications/mission-zero/ Annual progress updates will be submitted with a paper to the Park AUthority Board in March. Our Board papers can be accessed at : https://www.lochlomond-trossachs.org/park-authority/our-board-committees/meetings/
• 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/downloads/
• 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/the-community-partnership/
• 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.
Within annual report The Annual Report is a document that reports the highlights of the National Park Authority's performance during the year. The required format and content is not explicitly defined. The Annual Report can be read in conjunction with the Annual Report and Accounts or separately as a stand alone document.	http://www.lochlomond-trossachs.org/park-authority/publications/annual-reports-accounts/
Annual Accounts and Reports The Annual Report and Accounts are the statutory accounts for the National Park Authority. The format and content are prepared on the basis of International Financial Reporting Standards (IFRS) and the Government Financial Reporting Manual (FReM). The Annual Reports and Accounts are audited by the Authority's external auditors and the independent auditors' report is included within the Annual Report and Accounts. The Annual Report and Accounts comprises the Performance Report, Accountability Report (comprised of the Corporate Governance Report, Remuneration and Staff Report and Parliamentary	http://www.lochlomond-trossachs.org/park-authority/publications/annual-reports-accounts/

Accountability Report), Independent Auditor's Report and the Annual Accounts. The Annual Accounts comprise the Statement of Comprehensive Net Expenditure, Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Taxpayers' Equity and the Notes to the Accounts (including Accounting Policies).	

• <u>Annual Expenditure</u>
 	
    o Public relations
    o Overseas travel
    o Hospitality and entertainment
    o External consultancy
    o Individual payments greater than £25,000
	http://www.lochlomond-trossachs.org/park-authority/publications/annual-expenditure/

• <u>Audit Committee Reports along with Board Reports</u> **Board Committee and Audit & Risk Committee Reports** • Audit and Risk Committee Reports along with Board Reports - issued quarterly with an annual budget for approval. Audit and Risk Committee Reports – annual accounts and external audit report on annual accounts are presented annually to the Committee for scrutiny. • A financial update is provided to the Board on a quarterly basis. The budget is presented annually for Approval to the Board. The Annual Accounts and Report are presented to the Board on an annual basis. • The Audit & Risk Committee are presented with the Annual Accounts and Report on an annual basis and make recommendation to the Board that the Chief Executive signs the Accounts in his role as Accountable Officer. The Audit & Risk Committee review the External Auditor's report on the Annual Accounts	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/
• Code of Conduct and Role Description - Board Members	http://www.lochlomond-trossachs.org/park-authority/our-board-committees/national-park-board/
• 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/support-for-your-visit/
• 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.	http://www.publiccontractsscotland.gov.uk/
• Information on the following is published annually in accordance with Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010. ○ Public relations ○ Overseas travel ○ Hospitality and entertainment ○ External consultancy ○ Individual payments greater than £25,000	http://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	http://www.publiccontractsscotland.gov.uk/
• Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value. If there is a	http://www.publiccontractsscotland.gov.uk/

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.	

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 meetings 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/
Mainstreaming Equality reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended. Our Mainstreaming report also includes: • 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 Mainstreaming Equality reports are produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended. Our Equalities Mainstreaming Report & Equality Outcomes 2021-2025 report identifies the progress we have made to mainstream equality and achieve the equalities outcomes we set for 2017-2021. It also includes our equalities outcomes for 2021-2025 as well as:-	http://www.lochlomond-trossachs.org/park-authority/publications/equality-mainstreaming-outcomes-report-2017/ https://www.lochlomond-trossachs.org/park-authority/publications/equalities-mainstreaming-report-equality-outcomes-2021-2025/

- Employee Information/Workforce Composition - Equal Pay Policy Statement - Staff Monitoring Data - Visitor Monitoring Data - Volunteer Monitoring Data	
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 the mainstreaming reports (links 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 Charts are available to purchase hard copy for £12 from Duncan Mills Memorial Slipway Online payments for registered boat users	https://www.lochlomond-trossachs.org/contact-us/make-a-payment/online-payment-registered-boats/

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.
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. This information is also available on the data.gov.uk site	https://www.data.gov.uk/dataset/fddac700-deab-4bc8-8426-d69d85fcd849/lltnp-camping-byelaws-management-zones-2017

Document Control Sheet

Prepared By	Corporate Performance
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Review Frequency	Ongoing monitoring, next scheduled update 2023
Contact	info@lochlomond-trossachs.org

Revision History:

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V5_2	September 2022	Review of all sections	Information Manager
V5_1	May 2021	Review of all sections	Information Manager
V5_0	March 2020	Revision and update of all sections	Information Officer
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	September 2022	Information Manager
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All staff	All areas	May 2015	V2_0