

Freedom of Information

For discussion/approval

1. The Commission has adopted the Freedom of Information Model Publication Scheme under the Freedom of Information Act 2000. The Model Publication Scheme requires Boundary Commission for Scotland to create and maintain a Guide to Information. This Guide was last reviewed in July 2022.
2. The attached Guide has been reviewed and updated – Appendix A. The links have also been checked to make sure they are correct.
3. Also, for the Commissioner’s information, the FOI log for this financial year is attached as Appendix B.
4. The Commission is asked to approve the updated Guide to Information and note the FOI requests for this financial year and the response time.

Secretariat
November 2024

Boundary Commission for Scotland - Guide to Information

The Boundary Commission for Scotland has adopted the Information Commissioner's Model Publication Scheme, which requires it to produce a guide to the information it publishes. Information Commissioner's Model Publication Scheme can be found here: [model-publication-scheme.pdf \(ico.org.uk\)](https://ico.org.uk/model-publication-scheme.pdf)

The classes of information that we publish

The Model Publication specifies seven classes of information for publication. The information we publish under these classes is shown in the tables below, with links to where it is published on our website.

Once information is published under a class we will continue to make it available for the current and at least the previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: Who We Are and What We Do	
Class description: Organisational information, locations and contacts, constitutional and legal governance.	
The information we publish under this class	How to access it
Information about the Commission:	About us The Boundary Commission for Scotland (independent.gov.uk)
A General Guide to the Commission:	Information Papers The Boundary Commission for Scotland (independent.gov.uk)
Frequently Asked Questions:	FAQs The Boundary Commission for Scotland (independent.gov.uk)
Commission members and secretary:	Current Commissioners The Boundary Commission for Scotland (independent.gov.uk)
Information relating to the legislation relevant to the Commission's functions:	Legislation The Boundary Commission for Scotland (independent.gov.uk)
Memorandum of Understanding between the Commission and the Office of the	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)

Secretary of State for Scotland (the Commission's Sponsoring Department)	
Links to other organisations we work with such as other UK Boundaries Commissions, Ordnance Survey and National Archives	Useful Links The Boundary Commission for Scotland (independent.gov.uk)
Location and contact details:	The Boundary Commission for Scotland The Boundary Commission for Scotland is responsible for reviews of UK Parliament constituencies in Scotland. (independent.gov.uk)

Class 2: What we spend and how we spend it.	
Class description: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	
The information we publish under this class	How to access it
Annual Reports	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)
Corporate Plans	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)
Memorandum of Understanding between the Commission and the Office of the Secretary of State for Scotland (the Commission's Sponsoring Department)	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)

Class 3: What our priorities are and how we are doing.	
Class description: Strategy and performance information, plans, assessments, inspections and reviews.	
The information we publish under this class	How to access it
Annual Report	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)
Corporate Plans	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)

Information on Reviews in Progress	Reviews in Progress The Boundary Commission for Scotland (independent.gov.uk)
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Class 4: How we make decisions.	
Class description: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	
The information we publish under this class	How to access it
Records of Commission meetings, including minutes and meeting papers	Meeting Minutes and Papers The Boundary Commission for Scotland (independent.gov.uk)
Review Reports – reviews in progress	Reviews in Progress The Boundary Commission for Scotland (independent.gov.uk)
Review Reports – historical reviews	Historical Reviews The Boundary Commission for Scotland (independent.gov.uk)
Frequently Asked Questions	FAQs The Boundary Commission for Scotland (independent.gov.uk)

Class 5: Our policies and procedures.	
Class description: Current written protocols for delivering our functions and responsibilities.	
The information we publish under this class	How to access it
FOI Policies and procedures	FOI and Copyright The Boundary Commission for Scotland (independent.gov.uk)
Data Protection and Privacy Policy	Data Protection and Privacy Policy The Boundary Commission for Scotland (independent.gov.uk)
Cabinet Office Code of Conduct for Members of Non-departmental Public Bodies	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)
Risk Management Policy	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)

Memorandum of Understanding between the Commission and the Office of the Secretary of State for Scotland (the Commission's Sponsoring Department)	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)
Equality Statement	Corporate Documents The Boundary Commission for Scotland (independent.gov.uk)

Class 6: Lists and registers.	
Class description: Information held in registers required by law and other lists and registers relating to the functions of the authority.	
The information we publish under this class	How to access it
Commissioners' Register of Interests	Current Commissioners The Boundary Commission for Scotland (independent.gov.uk)

Class 7: The services we offer.	
Class description: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	
The information we publish under this class	How to access it
News releases:	News The Boundary Commission for Scotland (independent.gov.uk)
Information about the Commission:	About us The Boundary Commission for Scotland (independent.gov.uk)
Frequently Asked Questions:	FAQs The Boundary Commission for Scotland (independent.gov.uk)
Information Papers on the work of the Commission, including historical constituencies:	Information Papers The Boundary Commission for Scotland (independent.gov.uk)
Constituency maps (current and historical UK Parliament constituencies)	Constituency Maps The Boundary Commission for Scotland (independent.gov.uk)
Data Files - data files showing UK Parliament constituency boundaries for use in Geographical Information Systems (GIS):	Data Files The Boundary Commission for Scotland (independent.gov.uk)

Boundary Commission for Scotland's Freedom of Information Requests 2024/25

Date Received	Requester	Organisation	Request	Date Responded	Response
17/05/2024		None	I am looking to find out about your commission's most recent boundary review. 1. The number of Members of Parliament who complained or offered comment about boundary review proposals between the initial proposals and revised proposals. 2. The number of Members of Parliament who had complaints about boundary review proposals between the initial proposals and revised proposals upheld or partially upheld. I have been trying to locate where you publish information on your entity's expenditure over £25,000, but I have been unsuccessful so far. Therefore, I would like to use the Freedom of Information Act to request all of your entity's expenditure over £25,000 for the following period, please: January 2016 to the most current file you have. Please could you include the following information in each file, and preferably in a machine readable format: the date of transaction, name of supplier and value.	21/05/2024	The Boundary Commission for Scotland's most recent review was its 2023 Review of UK Parliament Constituency Boundaries in Scotland. The 2023 Review was submitted to Parliament in June 2023. During the 2023 Review the Commission consulted on its initial proposals from 14 October to 8 December 2021. The Commission then undertook a 6-week secondary consultation on its initial proposals from 10 February 2022. During the two stages of consultation on its initial proposals the Commission received a total of 1,290 responses. Of those 1,290 responses, 11 MPs responded. When analysing all of the consultation responses and developing its revised proposals for consultation, the Commission made changes to the boundaries of constituencies where 9 MPs had commented on them. The Boundary Commission for Scotland has only had one transaction of £25,000 or more since January 2016. Please see Appendix A for the information. Boundary Commission for Scotland - Transactions Over £25,000: Date Amount Supplier Description Mar-17 £49,698 Cabinet Office Reimbursement for online consultation portal development
06/06/2024		None	Please supply the following information for your Agency ONLY, (do not including any data on other agencies or public bodies that may report to you) for the period of 2023: 1. Year of Creation/Launch/Establishment? 2. Your Annual Budget? 3. Other Revenue received but not from government? 4. Fiscal Powers: Yes/No 5. Regulatory Powers: Yes/No 6. Do you sponsor other Public Bodies: Yes/No, if yes who? 7. Number of permanent staff? 8. Number of temporary staff (including part timers)? 9. Number of contractors employed?	10/06/2024	1. 1944 2. £408,000 for 2024/25 3. None 4. No 5. No 6. No 7. 3 – full time equivalent 8. 0.2 - full time equivalent 9. Zero
11/06/2024		None	I would be most grateful if you would provide me, under the Freedom of Information Act, the following information regarding your facilities management approach: • How are facilities management services (hard FM, soft FM or TFM) handled across your estates? This refers to; - HARD FM - refers to physical structural maintenance services eg HVAC, plumbing, mechanical & electrical maintenance contracts - SOFT FM - people managed services eg security, cleaning, waste management contracts - TFM - all the above included as a total contract - Total facilities management - If any services are outsourced, which services and to which suppliers? - What are the start dates and durations of these contracts, including the end date, and which services are included in each? - What are the values of the contracts? - Is there an extension clause in the contract(s) and if so, what is the duration of the extension? - Has a decision been made yet on whether the contract(s) are being either extended or renewed? Under the Freedom of Information Act, for the tax years 2014/15 to 2022/23 inclusive, please would you please fully disclose the following details, breaking the figures by year: 1. How much revenue has been received by your organisation for services rendered to film and television productions? This could include location rental, permits and all other services related to film productions using your personnel or resources. 2. Please outline the type of work or service rendered, in each case and disclose the revenue received for each type of service. 3. How much has your organisation spent on facilitating such arrangements between 2014/15 to 2022/23, inclusive, broken down by year?	12/06/2024	The Boundary Commission for Scotland is a small Non-Departmental Public Body that is supported by 3.2 full time equivalent civil servants. We hire a small area of the first floor of Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD from the Scottish Legal Aid Board. Our rental agreement includes provision for all facilities management relating to the building. We therefore do not have any contracts for facilities management. We do not own or rent any other buildings.
13/06/2024		None	1. How much revenue has been received by your organisation for services rendered to film and television productions? This could include location rental, permits and all other services related to film productions using your personnel or resources. 2. Please outline the type of work or service rendered, in each case and disclose the revenue received for each type of service. 3. How much has your organisation spent on facilitating such arrangements between 2014/15 to 2022/23, inclusive, broken down by year?	17/06/2024	1. The Boundary Commission for Scotland has not received any revenue from services rendered to film and television productions for any of the years between 2014 and 2023. 2. Not applicable. 3. Zero.
20/06/2024		None	I am seeking the full and entirety of the organisation's contract register or database. The register should include the following columns/headings or something similar: • Contract Reference -Unique reference number associated with the contract. • Contract Title • Procurement Category – • Supplier Name • Spend (Total, Annual or contract value) • Contract Duration • Contract Extensions • Contract Start Date • Contract Expiry Date • Contract Description [Please provide me with as much detail as possible.] • Contract Owner (Person that manages the contract register) • Contact details of section 151 officer • CPV codes/Pro-Class • How many contracts are currently held on the contract register	24/06/2024	The BCS does not have a contracts register, but please find attached an Excel spreadsheet with a list of our current contracts. For clarity I should also point out that, as a Non-Departmental Public Body, we have access to contracts held by Scottish Government for the provision of services and goods such as travel management, and stationery purchasing. Although we are able to make purchases through these contracts we are the not the signatories and do not hold the information you are looking for. To get this information from Scottish Government please visit - https://www.gov.scot/about/contact-information/how-to-request-information/ We also have a Memorandum of Terms of Occupation with the Scottish Legal Aid Board for the provision of a small part of the ground floor of Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. This memorandum is renewed on a yearly basis and the costs for April 2023 to March 2024 were £50,759 (shared with Boundaries Scotland) Finally, the Secretariat receives a managed ICT service (known as SCOTS Connect) from the Scottish Government which provides a range of products and services including hardware, software, application infrastructure, administration, management support and maintenance of the network and devices and network security. The BCS's share of the spend for this service in 2023 – 2024 was £11,146 including VAT.
26/06/2024		None	The information that we require is as follows:- 1) Do you use a social media management platform? 2) If so, what tools do you use? 3) What is your annual spend on a Social media management tool? 4) What dates does your contract with your current supplier end (month & year) ? 5) Do you use a social listening / media monitoring platform? 6) If so, what tools do you use? 7) What is your annual spend on a social listening / media monitoring tool? 8) What dates does your contract with your current supplier end (month & year) 9) Who is the senior person responsible for managing these contracts?	08/07/2024	1. No 2. Not applicable 3. Not applicable 4. Not applicable 5. No 6. Not applicable 7. Not applicable 8. Not applicable 9. Not applicable
11/10/2024		None		14/10/2024	

Contract Title	Contract Title	Procurement Category	Supplier Name	Spend 2023-24 (includes VAT unless otherwise stated)	Contract Duration	Contract Extensions	Contract Start Date	Expiry Date	Contract description	Contract Owner	CPV Codes/ Pro Class
n/a	Geographic Information Software	Administration	ESRI UK Ltd*	£10,722	1 year	None	Mar-24	Mar-25	Maintenance renewal for ARC GIS (Geographic Information Systems software)	Kirsty Mavor, Secretary, Boundary Commission for Scotland, Ground Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. bcs@scottishboundaries.gov.uk (01312242001)	N/a
n/a	Newspaper Licencing	Administration	Newspaper Licencing Agency*	£940	1 year	None	Jan-24	Dec-24	Copyright licence to legally copy and distribute a set number of newspaper articles. Provision of a full colour photocopier / scanner / printer and per copy costs	Kirsty Mavor, Secretary, Boundary Commission for Scotland, Ground Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. bcs@scottishboundaries.gov.uk (01312242001)	N/a
n/a	Photocopying	Administration	Ricoh*	£644	Ongoing	Ongoing	Aug-22	Ongoing		Kirsty Mavor, Secretary, Boundary Commission for Scotland, Ground Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. bcs@scottishboundaries.gov.uk (01312242001)	N/a
n/a	Postcode lookup tool	Administration	Society Works*	£240	Ongoing	Ongoing	Jul-19	Ongoing	Access to postcode lookup tool for website	Kirsty Mavor, Secretary, Boundary Commission for Scotland, Ground Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. bcs@scottishboundaries.gov.uk (01312242001)	N/a
n/a	Website backup service	Administration	Easyspace*	£582	Ongoing	Ongoing	Apr-24	Mar-25	Websites backup	Kirsty Mavor, Secretary, Boundary Commission for Scotland, Ground Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. bcs@scottishboundaries.gov.uk (01312242001)	N/a
n/a	Website hosting service	Administration	Easyspace*	£3,640	1 year	None	Apr-24	Mar-25	Website hosting	Kirsty Mavor, Secretary, Boundary Commission for Scotland, Ground Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. bcs@scottishboundaries.gov.uk (01312242001)	N/a
n/a	Video conferencing	Administration	Zoom*	£187	Ongoing	Ongoing	Jul-20	Ongoing	Video conferencing service to host meetings with those outside the SCOTS network.	Kirsty Mavor, Secretary, Boundary Commission for Scotland, Ground Floor, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD. bcs@scottishboundaries.gov.uk (01312242001)	N/a

* Indicates contract is shared between BCS and Boundaries Scotland, which share a Secretariat. The cost shown is split between both Commissions and includes VAT unless otherwise indicated