



PUBLICATION SCHEME

Produced in terms of Section 23 of the
Freedom of Information (Scotland) Act 2002

Any enquiries regarding this Scheme should be directed to:

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North Ayrshire Community Planning Partnership Publications Scheme

1. INTRODUCTION

North Ayrshire Community Planning Partnership has regard to the public interest in the information it holds. The Freedom of Information (Scotland) Act 2002 introduces a new right to obtain all types of recorded information from the Council and other public bodies.

Community Planning Partnerships are **not** required by the legislation to produce and implement a Publication Scheme.

North Ayrshire Community Planning Partnership however wishes to operate within the *spirit* of the legislation and for that reason have agreed to produce and implement a Publication Scheme.

2. WHAT IS A PUBLICATION SCHEME?

The Scheme is a guide to the information that North Ayrshire Community Planning Partnership publish or intend to publish and allows a significant amount of information to be made available without an individual having to make a specific request for that information.

In terms of the outcomes to be achieved the community will via the Publication Scheme be more aware of what the North Ayrshire Community Planning Partnership does, how it operates and how it contributes to public life.

The Publication Scheme will specify –

- a) Classes of information that the Community Planning Partnership publish or intend to publish
- b) The manner in which information of each class is, or is intended to be published
- c) Whether the published information is, or is intended to be, available to the public free of charge or on payment

3. RESPONSIBILITY FOR THE PUBLICATION SCHEME

The Publication Scheme, its compilation and updating is the responsibility of Anne Todd, Community Planning Officer (Tel 01294 324177, email annetodd@north-ayrshire.gov.uk). Day to day operation of the Publication Scheme is the responsibility of Shirley Laidlaw, Community Planning Assistant who can be contacted at Cunninghame House, Friars Croft, Irvine KA12 8EE (Tel 01294 324162, Email slaidlaw@north-ayrshire.gov.uk).

4. WHAT ARE COMMUNITY PLANNING PARTNERSHIPS?

Community Planning Partnerships are partnerships of statutory community planning partners, together with other public agencies, the community and voluntary sector, businesses and local communities.

North Ayrshire Community Planning Partnership Publications Scheme

Community planning is about working together, not apart, to plan and deliver improved public services, which respond to community needs and aspirations.

The Partnership is led by North Ayrshire Council, NHS Ayrshire and Arran, Strathclyde Police, Strathclyde Fire and Rescue, Scottish Enterprise, Skills Development Scotland, Jobcentre Plus and Strathclyde Partnership for Transport. The Partnership is supported by a range of other public, community and voluntary organisations.

5. WHAT INFORMATION IS BEING MADE PUBLIC?

North Ayrshire Community Planning Partnership is keen to ensure the contents of our Publication Scheme reflect the needs and expectations of the public. It has not been possible to carry out a public survey of the public expectations for our Publication Scheme but public consultation is an ongoing process for North Ayrshire Community Planning Partnership and our Publication Scheme may be amended to incorporate the results.

6. OBTAINING INFORMATION

Much of the information contained in the Publication Scheme is available on North Ayrshire Council's website at www.northayrshire.gov.uk/communityplanning and information may be viewed and downloaded from this site free of charge.

If the information you request is not available on our website but is listed in our Publication Scheme, we will send it to you by e-mail wherever practicable.

Most information is also available in a paper copy form

7. EXEMPTIONS

North Ayrshire Community Planning Partnership is committed to the open and transparent delivery of improved public services and the making available of as much information as possible in relation to this. It is North Ayrshire Community Planning Partnership's aim to be as open as possible. All papers which are adopted by the Community Planning Partnership Board are public.

However information may be withheld from any of the classes of information where we consider the disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity, or where disclosure is otherwise prohibited by law. We may also withhold information which may seriously prejudice the commercial interests of any person or organisation, or breach the law of confidentiality. We may also withhold information which is personal information under the Data Protection Act 1998. In these cases we will withhold the information and indicate why the information is being withheld. If you wish to complain about the information being withheld from you, please read the Feedback Section.

8. FEEDBACK

In order that we might assess the effectiveness of our Publication Scheme we would welcome comments from our community on the content and availability of the Scheme.

Please use the form at the end of this Scheme to contact North Ayrshire Community Planning Partnership if you have any observations or suggestions regarding our Scheme. You may also use the form to request any publications from the Publication Scheme you require in hard copy.

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9. COPYRIGHT

Information referred to in our Publication Scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately and is not used in a misleading context. We would also require that the source of the material is identified and the copyright status acknowledged. Where copyright belongs to a third party (another organisation), the consent of that copyright holder must be obtained before information is reproduced.

10. CLASSES OF INFORMATION

The following list provides a summary of the information headings provided under our Scheme: -

- a) Communication
- b) Community Engagement
- c) Community Planning Framework
- d) Fairer North Ayrshire
- e) People's Panel
- f) Structure

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Class	Description	Format	Cost	Contact Details
Communication	<p>In this class we will make the following documents available:-</p> <ul style="list-style-type: none"> • Communications Strategy • CPP Briefing Notes • CPP Updates • Upcoming events • Training Events 	Online / post / email	Free	<p>Shirley Caine, Community Planning Assistant, Cunninghame House, Irvine KA12 8EE Tel no: 01294 324162 E mail: scaine@north-ayrshire.gov.uk</p>
Community Engagement	<p>In this class we will make the following documents available: -</p> <ul style="list-style-type: none"> • Community Engagement Review Group (2007/08-2008/09) • Consultations • National Standards for Community Engagement • North Ayrshire 4 Funding • North Ayrshire Compact • Regenerating our Community Conferences (2004-08) • Shared Understanding of Community Engagement • CPP Week 	Online / post / email	Free	<p>Morna Rae, Community Planning Officer, Cunninghame House, Irvine KA12 8EE Tel no: 01294 324177 E mail: mrae@north-ayrshire.gov.uk</p>
Community Planning Framework	<p>In this class we will make available the following documents available:</p> <ul style="list-style-type: none"> • Single Outcome Agreement • Local Government in Scotland Act 2003 • Logo 	Online / post / email	Free	<p>Morna Rae, Community Planning Officer, Cunninghame House, Irvine KA12 8EE Tel no: 01294 324177 Email: mrae@north-ayrshire.gov.uk</p>
Fairer North Ayrshire	<p>In this class we will make the following documents available:-</p> <ul style="list-style-type: none"> • Fairer North Ayrshire Fund • Regeneration Areas • Irvine Bay Regeneration Company 	Online / post / email	Free	<p>Morna Rae, Community Planning Officer, Cunninghame House, Irvine KA12 8EE Tel no: 01294 324177 Email: mrae@north-ayrshire.gov.uk</p>

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Class	Description	Format	Cost	Contact Details
People's Panel	<p>In this class we will make the following documents available:-</p> <ul style="list-style-type: none"> • Survey Reports • Focus Group Reports • People's Panel Newsletters 	Online / post / email	Free	<p>Morna Rae, Community Planning Officer, Cunninghame House, Irvine KA12 8EE Tel no: 01294 324177 Email: mrae@north-ayrshire.gov.uk</p>
Structure	<p>In this class we will make available the following documents available:</p> <ul style="list-style-type: none"> • CPP Board • CPP Management Group • Community Health Partnership (CHP) Committee • CPP Strategic Partnerships • CPP Compact Reference Group • CPP Community Engagement Network • The CPP Team • CPP Terms of Reference 	Online / post / email	Free	<p>Shirley Caine, Community Planning Assistant, Cunninghame House, Irvine KA12 8EE Tel no: 01294 324162 E mail: scaine@north-ayrshire.gov.uk</p>

**11. North Ayrshire Community Planning Partnership
Publication Scheme Feedback Form**

Name

Postal Address

Postcode

Telephone number

E mail address

Comment

Preferred method of response eg e mail, hard copy etc