

Transport Scotland Publication Scheme
Produced as required by the Freedom of Information (Scotland) Act 2002

SECTION 1: INTRODUCTION TO THE PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to *Section 11 – How to access information not available under the scheme*.

SECTION 2: ABOUT TRANSPORT SCOTLAND

Transport Scotland was launched on 1 January 2006 and is the national transport agency for Scotland, responsible for:

- helping to deliver the Government's 3 billion capital investment programme over the next decade;
- overseeing the safe and efficient running of Scotland's trunk roads and rail networks; and
- establishing and running the national concessionary travel schemes.

As an executive agency, Transport Scotland is directly accountable to Scottish Ministers, and Transport Scotland's Chief Executive is directly accountable to the Minister for Transport, Infrastructure and Climate Change.

The agency is made up of five directorates. They are:

- Rail Delivery
- Strategy & Investment
- Major Transport Infrastructure Projects (MTRIPS)
- Trunk Roads: Network Management

- Finance & Corporate Services

The Scottish Government's Transport Directorate remains responsible for -
Coordinating the National Transport Strategy for Scotland

- Liaison with regional transport partnerships, including monitoring of funding
- Sustainable transport, road safety and accessibility
- Local roads policy and casework
- Aviation, bus, freight and taxi policy
- Ferries, ports and harbours

Information about Transport Scotland, including more details of what the agency does and its organisational structure is available on the Transport Scotland website at <http://www.transportscotland.gov.uk/>.

SECTION 3: PREPARING THE PUBLICATION SCHEME

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

In preparing this publication scheme we have undertaken wide ranging and detailed consultation across the organisation to establish the kinds of information that should be made available so as to meet the above requirements. In doing so, we have also given effect to the Government's own "6 principles of FOI", which generally speaking, underpin our approach to FOI matters. These principles, in particular, make clear the Scottish Government's commitment to open government and publishing information proactively whenever possible.

We have also analysed the types of requests that are more routinely made to us under FOISA and assessed whether the kinds of information released could be published by us more proactively.

SECTION 4: ACCESSING INFORMATION UNDER THE SCHEME

Information available under our publication scheme will normally be available through the routes described below. *Section 12 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance on how the information falling within each "class" may be accessed.

Online:

Most information listed in our publication scheme is available to download from our website. In many cases a link within *Section 12: Classes of Information* will direct

you to the relevant page or document. Where no such link is present, you can use our website's "Search" facility. If you are still having trouble finding any document listed under our scheme, then please call the Transport Scotland general enquiry line on 0141 272 7100, run by the Scottish Government's Central Enquiry Unit, for further assistance. You can also email them at: info@transportscotland.gsi.gov.uk.

By email:

If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

Please send your request for information to: info@transportscotland.gsi.gov.uk

By phone:

Information can also be requested from us over the telephone. Please contact Transport Scotland's general enquiry line on 0141 272 7100 to request information available under this scheme.

By post:

All information under the scheme will normally be available in paper copy form. Please address your request to:

Chief Executive's Office
Transport Scotland
Buchanan House
58 Port Dundas Road
GLASGOW
G4 0HF

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see *Section 6: Our Charging Policy* for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact the Chief Executive's Office who will be happy to help.

Chief Executive's Office
Transport Scotland
Buchanan House
58 Port Dundas Road
GLASGOW
G4 0HF

Tel: 0141 272 7110

Email: chiefexecutive@transportscotland.gsi.gov.uk

SECTION 5: INFORMATION THAT WE MAY WITHHOLD

All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in *Section 12 – Classes of Information*. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to *Section 10 – Complaints*.

SECTION 6: OUR CHARGING POLICY

Unless otherwise stated in "Section 12 - Classes of information", all information contained within our scheme 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 in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to Transport Scotland, as set out below.

In the event that a charge is to be levied, 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).

Postage costs: We will pass on postage charges to the requester at the cost to Transport Scotland of sending the information by first class post.

Under the Disability Discrimination Act we have a duty to provide services, including making information physically accessible when providing it. This may for example involve producing it in a larger script or different format where it is practicable to do so. The costs of this will be met by Transport Scotland.

SECTION 7: OUR COPYRIGHT POLICY

Transport Scotland is a Crown body and the information we produce is subject to Crown copyright, which is administered by the Queen's Printer for Scotland. The material listed in this publication scheme is Crown copyright unless stated otherwise. The copyright in some of the material which may be found in this publication scheme has been waived. This means that you can re-use this material freely. Categories of material for which copyright has been waived include: press notices, legislation, and explanatory notes on the legislation, ministerial speeches, consultation documents, documents featured on official websites (except where expressly indicated otherwise), headline statistics and unpublished public records. More details of these and other categories can be found at: <http://www.oqps.gov.uk>

For other types of material, the supply of documents under the Freedom of Information (Scotland) Act 2002 (FOISA) does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of any of the material included in this publication scheme may be reproduced under the fair dealing provisions of the Copyright, Designs and Patent Act 1988 (sections 29 and 30) for the purposes of research and non-commercial purposes, private study, criticism, review and new reporting.

Details of the arrangements for re-using Crown copyright material can be found on the website of the Office of Public Sector Information at <http://www.opsi.gov.uk/click-use/index.htm>

Authorisation to re-use copyright material not owned by the Crown should be sought from the copyright holders concerned.

SECTION 8: OUR RECORDS MANAGEMENT AND DISPOSAL POLICY

Transport Scotland participates in the Scottish Government's records management process. The Scottish Government has in place Record Retention and Disposition Schedules in respect of all documents that it creates and holds. These Schedules set out the lengths of time for which all types of records must be held. This means that whilst FOISA is retrospective, it is only possible to provide copies of Transport Scotland records that are still in existence. The current Scottish Government policy and procedures in relation to records management are set out in the Scottish Government's Record Management Manual is available on its website at: <http://www.scotland.gov.uk/Publications/2005/08/15152416/24168>

Some Scottish Government records are selected to be permanently preserved at the National Archives of Scotland. The Schedules referred to above set out what types

of records will normally be preserved. Once transferred to the National Archives of Scotland, these records are made publicly available and are listed on their on-line catalogue at:

<http://212.140.253.244/NAS/DServe.exe?dsqApp=Site20&dsqCmd=Index.tcl>

SECTION 9: FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would like to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see included in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

Please send any comments or suggestions to

Director of Finance & Corporate Services
Transport Scotland
Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF
E-mail: info@transportscotland.gsi.gov.uk

SECTION 10: COMPLAINTS

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Director of Finance & Corporate Services
Transport Scotland
Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

E-mail: info@transportscotland.gsi.gov.uk

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

SECTION 11: HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

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

Chief Executive's Office
Transport Scotland
Buchanan House
58 Port Dundas Road
GLASGOW
G4 0HF

The Scottish Government leaflet [How to 'open government'](#) gives further explanation about your right to access information under the different legislation and sets out our commitment about how we will handle your requests for information.

Charges for information which is not available under the scheme:

The charges for information which *is* available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which *is not* available under the scheme the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500. At present however Transport Scotland normally waives this fee.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- 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.

Charges 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 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.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we may ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data:

Under the [Data Protection Act 1998](#) you have the right to ask Transport Scotland as a part of the Scottish Government to inform you whether it processes 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'.

If you wish to access your personal information from the Scottish Government you should make your request in writing to the following address: -

The Scottish Government Information Management Unit
Y Spur, Saughton House
Broomhouse Drive
EDINBURGH
EH11 3XD
Telephone: 0131 244 4328

Your request should include a contact address and also documented evidence of who you are (e.g. copies of your driving licence, passport or birth certificate). You should also provide as much detail as possible regarding the information you wish to access. We may come back to you for additional details in order to locate the material you require. We will also require from you payment of a fee of £10 before we start to search for your information.

We will aim to meet your request within 40 days of receiving from you all of the above information (and payment of the £10 fee).

SECTION 12: CLASSES OF INFORMATION

This section provides details of the classes of information that we routinely publish with links to relevant pages of our website and other sites as appropriate. Clearly our main way of publishing is the Transport Scotland website which is continually changing and developing. We will therefore regularly review and, as appropriate, update terms of this publication scheme so as to accurately reflect the full range of information published by Transport Scotland.

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Classes and sub-classes of information

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
TRANSPORT SCOTLAND'S ROLE, FUNCTION & MANAGEMENT	Overview of roles and responsibilities	The Framework document sets out the different roles and responsibilities of Scottish Ministers, Transport Scotland and the Scottish Executive in delivering the Executive's transport policy objectives. It was published on 1 January 2006 and is available from the Scottish Government website.	Transport Scotland website and Scottish Government Website	Free
	Transport Scotland Annual report and accounts	Aim, functions and targets of Transport Scotland.	Transport Scotland website , or hard copy on request	Free
	Organisation of Transport Scotland	Chart of senior staff at Transport Scotland.	In Annual Report and accounts (see above)	Free
	Transport Scotland Directors Management Board	Members include senior staff of Transport Scotland and our non-Executive Director. A summary of the minutes of meetings is produced.	Transport Scotland website	Free
	Transport Scotland Audit committee	A summary of the minutes of meetings, is produced starting with the meetings from 2008.	Transport Scotland website	Free
BUSINESS PLANNING	Corporate Plan and Business Plan	The Corporate Plan sets out the Agency's yearly steps towards the delivery of its corporate aims and objectives and the Business Plan the specific tasks for the year ahead.	Corporate Plan Business Plan	Free
	Service Level Agreements/ Protocols	Agreements and protocol; as setting out the level of service which Transport Scotland can expect from their key delivery partners and other government departments (excluding financial information).	On request	Free
LEGISLATION & STANDARDS RELEVANT TO TRANSPORT SCOTLAND	UK Acts, S.I.s, EU Directives	Legislation relevant to Transport Scotland.	This information is not held by Transport Scotland but is available from HMSO website, with links from the Transport Scotland website .	£ charge for paper copies from TSO

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
HUMAN RESOURCES: RECRUITMENT	Vacancies	List of current vacancies at Transport Scotland and general recruitment information.	Transport Scotland website	Free
HUMAN RESOURCES: STAFF POLICIES	Staff handbook	Scottish Government staff handbook.	This information is not held by Transport Scotland but is available from the Scottish Government .	Free
	Performance Management System	A SG appraisal system agreed with the trade unions that offers a deal on pay in return for performance.	This information is not held by Transport Scotland but is available from the Scottish Government .	Free
	Induction Training	Induction Pack for those staff recently recruited or new to agency.	On request, electronic or hardcopy	Free
FINANCE	Annual Accounts	Produced annually by Transport Scotland within the publication "Transport Scotland Annual report and accounts".	Transport Scotland website , and hard copies on request.	Free
	Finance manual	Scottish Public Finance Manual.	This information is not held by Transport Scotland but is available from the Scottish Government .	Free
PROCUREMENT	Contracts advertised	In line with EU Procurement Directives, Transport Scotland advertises contracts above certain thresholds in the Supplement to the Official Journal of the European Communities. For smaller contracts we usually publish our intention to contract in the Government Opportunities magazine.	The adverts are placed in the OJ website of EU and Government Opportunities magazine.	Free
CONSULTING WITH CUSTOMERS	Public Consultations	Public consultation documents. Responses and summaries of responses to consultations carried out in the past two years.	Transport Scotland Website	Free
	Complaints procedure	Guidance on Transport Scotland complaints procedure.	Transport Scotland website	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
TRANSPORT PLANNING	Scottish Transport Appraisal Guidance (STAG)	Guidance and good practice examples on the STAG process.	Transport Scotland website	Free
	Environmental Impact Assessments: Notices of determination	For certain infrastructure projects, Transport Scotland is required to determine whether or not a statutory Environmental Impact Assessment (EIA) is required. The process of determining whether or not EIA is required is recorded on a project specific basis, using information from a preliminary environmental appraisal of the project, and is recorded on a Record of Determination.	Notices of Determination are published in the Edinburgh Gazette and in at least one newspaper circulating in the vicinity of the proposed project.	Free
	Environmental Statements	The findings of an EIA are presented in a document known as the Environmental Statement (ES) which must include certain information as specified in the relevant legislation.	The ES is made available on the relevant project website page . They can also be viewed, by request, at Buchanan House.	Free
	Environmental Statements: Notices	When projects are determined as requiring an EIA an Environmental Statement (ES) notice is published.	Notices of Environmental Statements are published in the Edinburgh Gazette and in at least one newspaper circulating in the vicinity of the proposed project.	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
BUILDING AND MAINTAINING THE TRUNK ROAD AND MOTORWAY NETWORK IN SCOTLAND	Operating Company Contracts	Transport Scotland is responsible for the management and maintenance of the trunk road and motorway network in Scotland. The network is managed and maintained by private sector operating companies. The operating companies are contracted by Transport Scotland on behalf of the Scottish Government. They carry out day-to-day inspection, management, maintenance and repairs to the trunk road and motorway network under five to seven year contracts.	The Operating Company contracts are published and are available on (or by a link from) the Transport Scotland website .	Free
	Geographic coverage	The Management and Maintenance of the network is separated into four operating areas: North West, North East, South West and South East. Each area is managed and maintained under a separate contract. As well as these there are individual 'Design, Build, Finance and Operate' (DBFO) contracts for: <ul style="list-style-type: none"> • The A74(m) from Junction 12 to the English Border • The M77 from Junction 5 to Fenwick 	A map showing the four areas is published on the Transport Scotland website	Free
	Trunk Road and Motorway Inspections	The trunk road operating companies carry out regular inspections of the trunk road and motorway network in accordance with the operating company contracts.	The Operating Company Contracts contain information about road inspection regimes. The contracts are available on, or by link from, the Transport Scotland website .	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
	Bridge Maintenance	The trunk road operating companies carry out regular inspection of trunk road and motorway bridges and structures.	The Operating Company Contracts contain information about bridge inspection and maintenance regimes. The contracts are available on, or by link from, the Transport Scotland website .	Free
	Routine Cyclic Maintenance	The trunk road operating companies carry out Routine and Cyclic maintenance of the trunk road and motorway network in accordance with the operating company contracts.	The Operating Company Contracts contain information about routine and cyclic maintenance of the trunk road network. The contracts are available on, or by link from, the Transport Scotland website . Information about roadworks is published on the Traffic Scotland website	Free
	Winter Maintenance	Winter maintenance plans for the trunk road and motorway network are prepared by each operating company.	An overview of the winter maintenance programme is available on the Transport Scotland website . Information about winter maintenance plans is available on request. Information about winter weather conditions is published on the Traffic Scotland website	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
	Structural Road Maintenance Schemes	Transport Scotland is responsible for delivering a prioritised programme of road maintenance work for the trunk road and motorway network. Annual programmes of structural maintenance schemes on the network are prepared by each of the operating companies.	A list showing the annual structural maintenance programme is available on request. Information about roadworks is published on the Traffic Scotland website	Free
	Road Safety Schemes	Transport Scotland carries out an annual analysis of accidents on the trunk road and motorway network and, through the operating companies, undertakes an annual programme of road safety schemes.	A list showing the annual programme of road safety schemes is available on request	Free
	Traffic Regulation Orders	Transport Scotland promotes as Scottish Statutory Instruments (SSI) temporary and permanent traffic regulation orders in accordance with the Road Traffic Regulation Act 1984. These orders give Scottish Ministers the legal authority to prohibit, restrict and control traffic on the trunk road and motorway network for road safety or roadworks.	Copies of current draft traffic regulation orders are available on the Transport Scotland website . Copies of the made SSI's are available on the Office of the Queen's Printer for Scotland website .	Free
	Notices of Traffic Regulation Orders	Notices relating to the publication of permanent and temporary Traffic Regulation Orders are published.	Notices are published in at least one local newspaper circulating within the vicinity of the restriction and for Permanent TRO's in the Edinburgh Gazette and on its website .	Free
	Official List of Roads for the Trunk Road and Motorway Network	Transport Scotland publishes a list of trunk roads and motorways for which Scottish Ministers are responsible.	The list of roads is available on the Transport Scotland website	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
	Traffic Counts	Transport Scotland publishes traffic count information on the Transport Scotland website. This provides data on the number of vehicles passing certain points on the trunk road and motorway network.	Transport Scotland website	Free
	Planning Applications	Local Planning Authorities are required to consult Transport Scotland where a planning application would result in an alteration to an access to the trunk road network or lead to an increase in the volume or type of traffic entering or leaving a trunk road or motorway.	Information about applications being considered by Transport Scotland is available on the Transport Scotland website .	Free
	Trunk Road and Motorway Programme	Transport Scotland publishes its programme of new trunk road and motorway projects on the Transport Scotland website.	Transport Scotland website	Free
	Road Orders	Transport Scotland promotes as Scottish Statutory Instruments road orders as local Scottish Statutory Instrument. These Orders give Scottish Ministers the legal authority to construct new trunk roads and motorways.	Copies of current draft road orders are available on the Transport Scotland website . Copies of the made SSI's are available on the Office of the Queen's Printer for Scotland website	Free
	Notices of Road Orders	Notices concerning the publication of Road Orders are published.	Notices are published in at least one local newspaper circulating in the vicinity of the proposed project and in the Edinburgh Gazette and on its website .	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
	Compulsory Purchase Orders	Transport Scotland promotes Compulsory Purchase Orders in order to build the trunk road network.	Guidance is available on the Transport Scotland website . Copies of current draft compulsory purchase orders are available on the Transport Scotland website	Free
	Notices of Compulsory Purchase Orders	Notices concerning the publication of Compulsory Purchase Orders are published.	Notices are published in the relevant local newspaper.	Free
RAIL PROJECTS	Rail projects overview	Transport Scotland funds and manages the delivery of a range of rail projects. Summary details of these are available on the Transport Scotland web site.	Transport Scotland website	Free
	Project management	There is a four-weekly review of the programme of rail projects, and all major rail projects are subject to gateway reviews.	Details of the governing and project management processes will be made available on the relevant project web site or available from us on request.	Free
	Rail Orders	Under new legislation Transport Scotland may promote rail orders as local Scottish Statutory Instruments. These Orders give Scottish Ministers the legal authority to construct new railway lines railway infrastructure.	Copies of new rail orders will be made available on the Transport Scotland website. This is a new power and no orders have been made so far.	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
	Notices of Rail Orders	If Transport Scotland promotes any Rail Orders, official notices concerning these will be published.	Notices will be published in the Edinburgh Gazette and the relevant local newspapers, and will be published on the Transport Scotland website. This is a new power and no notices have been published so far.	Free
RAIL OPERATIONS	Rail Franchise	Transport Scotland is responsible for the ScotRail Franchise. A Public Register is maintained which contains all of the documents and agreements relating to the coverage of the ScotRail network. This includes what services and routes are included in the franchise agreement, details of closures and minor modifications to the rail network, requirements of the franchise operator, and details of any penalties. The ScotRail Franchise Agreement and amendments are also available here.	The Public Register and all of the documents are available on the Transport Scotland website .	Free
	Service Quality Incentive Regime – ScotRail	Transport Scotland runs service quality incentive regime which measures First ScotRail performance in relation to quality of services and facilities at stations and on trains.	Information about the regime is available on the Transport Scotland website . Quarterly results are published four times a year on the Transport Scotland website.	Free
COMMUNICATIONS	News releases	Transport Scotland publishes news releases to accompany announcements relevant to its responsibilities.	Transport Scotland Website	Free
	Information leaflets	Leaflets are produced on an occasional basis for specific projects.	On the relevant project or activity page of the Transport Scotland Website	Free
	Research and Statistical reports	Transport Scotland commissions research relevant to its responsibilities and reports are published on the website.	Transport Scotland website	Free

CLASS	SUB-CLASS	DESCRIPTION	FORMAT/ AVAILABILITY	COST
	Travel Planning	Transport Scotland provides four travel information services to help people and businesses plan their journey.	<p>Traffic Scotland http://www.trafficscotland.org/</p> <p>Freight Scotland http://www.freightscotland.org/</p> <p>Traveline Scotland http://www.travelinescotland.com.</p> <p>Traveline Scotland also provides “on the move” public transport information through calls to its call centre 0871 200 22 33 which never closes.</p> <p>Transport Direct http://www.transportdirect.info.</p>	Free