

**Edinburgh Bus and Coach Limited  
Lothian Region Transport Limited  
Majestic Tours Edinburgh Limited  
Edinburgh City Transport Limited  
City Sightseeing Edinburgh Limited  
The Overground Limited  
Lothian Country Buses Limited  
Leith Walk Property Limited  
MacTours Limited  
Lothian Trams Limited  
Lothian Transport Limited  
Trams For Edinburgh Limited  
Edinburgh Buses Limited  
Edinburgh Bus and Tram Limited**

## **Guide to Information Available Through The Model Publication Scheme 2015**

*The Freedom of Information (Scotland) Act 2002 (the Act) 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.*

*The above companies are subsidiary companies of Lothian Buses Limited. They have adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019. You can see this scheme on our website at <http://lothianbuses.com/about-us/our-company/freedom-of-information> or by contacting us at the address below.*

*The purpose of this Guide to Information is to:*

- *allow you to see what information is available (and what is not available) in relation to each class.*
- *state what charges may be applied.*
- *explain how you can find the information easily.*
- *provide contact details for enquiries and to get help with accessing the information.*
- *explain how to request information we hold that has not been published.*

### **Availability and formats**

*The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).*

### **Exempt information**

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

### **Copyright**

Where the above companies hold the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where the companies do not hold the copyright in information we publish, we will make this clear.

### **Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to registers.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

#### **Black and white photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A1	50p
A2	30p
A3	20p
A4	10p
A5	10p

#### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A1	100p
A2	50p
A3	30p
A4	20p
A5	20p

Information provided on CD-Rom will be charged at £5.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

### **Contact Us**

You can contact us for assistance with any aspect of this publication scheme:

Freedom of Information Officer  
Lothian Buses Ltd  
55 Annandale Street  
EDINBURGH  
EH7 4AZ

foisa@lothianbuses.com

0131 554 4494

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

### **The classes of information that we publish**

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and 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: About the companies**

##### **Class description:**

Information about the companies, who they are, where to find them, how to contact them, how we are managed and their external relations

<b>The information we publish under this class</b>	<b>How to access it</b>
Who We Are	<a href="#">Our Company (parent company)</a>
Legal Registration Numbers	Edinburgh Bus and Coach Limited SC127507 Lothian Region Transport Limited SC127509 Majestic Tours Edinburgh Limited SC127509 Edinburgh City Transport Limited SC127510 City Sightseeing Edinburgh Limited SC127511 The Overground Limited SC127512 Lothian Country Buses Limited SC208702 Leith Walk Property Limited SC227277 MacTours Limited SC225977 Lothian Trams Limited SC242239 Lothian Transport Limited SC263124 Trams For Edinburgh Limited SC301659 Edinburgh Buses Limited SC305763 Edinburgh Bus and Tram Limited SC343009
How to Find Us	<a href="#">Our Contact Details (through parent company)</a>
Memorandum and Articles of Association	Available on request from above address
Freedom of Information & Publication Scheme	<a href="#">Freedom Of Information</a>

#### **Class 2: How we deliver 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.

<b>The information we publish under this class</b>	<b>How to access it</b>
No information held under this class	N/A

**Class 3: How we take decisions and what we have 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**

No information held under this class

**How to access it**

N/A

**Class 4: What we spend and how we spend 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 information we publish under this class**

Directors Report and Financial Statements

**How to access it**

Available on request

**Class 5: How we manage our human, physical and information resources****Class description:**

Information about how we manage the human, physical and information resources of Edinburgh Trams Ltd

**The information we publish under this class**

No information held under this class

**How to access it**

N/A

**Class 6: How we procure goods and services from external providers****Class description:**

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

**The information we publish under this class**

No information held under this class

**How to access it**

N/A

**Class 7: How we are performing****Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services

**The information we publish under this class**

Directors Report and Financial Statements

**How to access it**

Available on request

**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**

No information held under this class

**How to access it**

N/A