



Scottish Land Commission Publications Scheme

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 Scottish Land Commission has adopted the Model Publication Scheme 2016 produced by the Scottish Information Commissioner.

You can see this scheme on our website <http://landcommission.gov.scot/openness/> This guide has been updated in February 2025 it will be reviewed in April 2026 or it can be updated on request 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 Scottish Land Commission holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

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

Where the Scottish Land Commission does not hold the copyright 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.

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. This does not affect your rights to request statutory information for which you will not be charged.

Contact us

You can contact us for assistance with any aspect of this publications scheme. Overall responsibility for this scheme sits with Nikki Nagler, Head of Communications and Corporate services.

An Lòchran
10 Inverness Campus
Inverness
IV2 5NA

T: 01463 423 300

E: info@landcommission.gov.scot

W: www.landcommission.gov.scot

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 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 are welcome to make a request to us for that information.

Class 1: About the Scottish Land Commission	
Class description: Information about the Scottish Land Commission: who we are, where to find us, how to contact us, how we are managed and our external relations.	
General information about the Scottish Land Commission	How to access the information
Scottish Land Commission An Lòchran 10 Inverness Campus Inverness IV2 5NA	T: 01463 423 300 E: info@landcommission.gov.scot W: www.landcommission.gov.scot
Opening hours for our office are: 09.00 – 17.00 Monday to Thursday 09.00 – 16.30 Friday Closed for public holidays	http://landcommission.gov.scot/contact/ Public holidays are highlighted on our website and social media during the days the office is closed
The Commissioners - Who are accountable to Scottish Ministers And their functions	Hard copy on request or via our website http://landcommission.gov.scot/about-us/who-we-are/ http://landcommission.gov.scot/about-us/what-we-do/ https://landcommission.gov.scot/about-us/board-meetings
Organisational structure	Hard copy on request or via our website http://landcommission.gov.scot/about-us/who-we-are/
Contact details for customer service and complaints function	T: 01463 423 300 E: mailto:info@landcommission.gov.scot
Publications scheme and guide to information	Hard copy on request or via our website http://landcommission.gov.scot/openness/

<p>Contact details and advice about how to request information from the Scottish Land Commission including EIR's and charging information</p>	<p>Hard copy on request or via our website http://landcommission.gov.scot/openness/</p>
<p>Legal framework for the Scottish Land Commission – constitution and general functions</p>	<p>Visit our website What we do - About us - Scottish Land Commission A guide to - The 2016 Land Reform (Scotland) Act Land Reform (Scotland) Act 2016</p>
<p>Commissioners and their functions</p>	<p>Hard copy on request or via our website Who we are - About us - Scottish Land Commission What we do - About us - Scottish Land Commission Board Meetings - About us - Scottish Land Commission</p>
<p>Code of conduct for non-departmental public bodies And Register of interests</p>	<p>Hard copy on request or via Who we are - About us - Scottish Land Commission Land Reform (Scotland) Act 2016 A Guide to The 2016 Land Reform (Scotland) Act Board Meetings - About us - Scottish Land Commission</p>
<p>Senior Management Team</p>	<p>Details available within our Annual Report or via our website Who we are - About us - Scottish Land Commission</p>
<p>Mission statement</p>	<p>Hard copy on request</p>
<p>Strategic Plan & Programme of Work</p>	<p>Hard copy on request or via our website About us - Scottish Land Commission</p>
<p>Accountability – The Scottish Land Commission is accountable to Scottish Ministers</p>	<p>Hard copy on request or via our website A Guide to The 2016 Land Reform (Scotland) Act Who we are - About us - Scottish Land Commission What we do - About us - Scottish Land Commission Or via Land Reform (Scotland) Act 2016</p>

Internal and external audit	Scottish Land Commission's internal audit will be completed by BDO. External audit will be completed by Audit Scotland
Anti-Fraud Policy	Available on request

Class 2: How the Scottish Land Commission 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 information we publish under this class	How to access the information
Legislation	Hard copies on request or via our website A Guide to The 2016 Land Reform (Scotland) Act About us - Scottish Land Commission What we do - About us - Scottish Land Commission Printable PDF available from Legislation.gov.uk Land Reform (Scotland) Act 2016
Law, Policy and Rules of Procedure – on key regulatory functions	Hard copy on request or via our website Codes of Practice - Tenant Farming - Our work - Scottish Land Commission
Leaflets and Factsheets	Hard copies on request or via our website Reviews - Tenant Farming - Our work - Scottish Land Commission Scottish Land Commission – resources Codes of Practice - Tenant Farming - Our work - Scottish Land Commission
Code of Conduct for Members	Who we are - About us - Scottish Land Commission
Annual Business Plan/Strategic Plan & Programme of Work	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Annual Report	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Records Management	Hard copy on request or via our website Privacy policy - Quick links - Footer - Scottish Land Commission Records Management Policy – this document will be made available in the near future
How to request information	Hard copy on request or via our website Openness - Quick links - Footer - Scottish Land Commission
Freedom of Information –	Statistics on the number of Freedom of Information (FOI) requests and the outcome of these are uploaded to the FOI

requests made and responses issued	Commissioners website on a quarterly basis Openness - Quick links - Footer - Scottish Land Commission
Complaints	Openness - Quick links - Footer - Scottish Land Commission T: 01463 423 300 E: info@landcommission.gov.scot
Press Releases	Hard copy on request or via our website News & Events - Scottish Land Commission
Research Ethics	Hard copy on request or via our website Openness - Quick links - Footer - Scottish Land Commission
Accessibility	Accessibility - Quick links - Footer - Scottish Land Commission

Class 3: How the Scottish Land Commission takes 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 the information
Legislation	Hard copy on request or via our website A Guide to The 2016 Land Reform (Scotland) Act Printable PDF available from Legislation.gov.uk Land Reform (Scotland) Act 2016
Law, Policy and Rules of Procedure on key regulatory functions	Hard copy on request or via our website What we do - About us - Scottish Land Commission Codes of Practice - Tenant Farming - Our work - Scottish Land Commission
Annual Business Plan/Strategic Plan & Programme of Work	Hard copies on request or via our website What we do - About us - Scottish Land Commission
Commissioners Meetings held in public and minutes of the commissioners meetings	Hard copy on request or via our website Board Meetings - About us - Scottish Land Commission
Consultation Documents	Scottish Land Commission - publications

Class 4: What the Scottish Land Commission 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 information we publish under this class	How to access the information
Annual Accounts – incorporated into the Scottish Land Commission’s Annual Reports	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Finance Guidance – Scottish Public Finance Manual	Available via SPFM - Scottish Public Finance Manual
Expenditure on public relations; overseas travel; hospitality & entertainment and external consultancy work	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Framework Document	Framework Document
Strategic Plan & Programme of Work	What we do - About us - Scottish Land Commission
Commissioners Remuneration	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Remuneration of Senior Staff	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Procurement	Accessible via the Scottish Government Publication Scheme Procurement transparency and annual reports - Public sector procurement - gov.scot Public Contracts Scotland

Class 5: How the Scottish Land Commission manages its human, physical and information resources	
Class description: Information about how we manage the human, physical and information resources.	
The information we publish under this class	How to access the information
HR Strategy	This document will be made available in the near future
HR resources, policies, procedures and guidelines	Available on request – email: hr@landcommission.gov.scot
Organisational Structure	Hard copy on request or via our website Who we are - About us - Scottish Land Commission
Health & Safety Policy	The Scottish Land Commission offices are located within An Lochran, Inverness Campus, Inverness and are subject to the Health and Safety Policy which HIE operate for that location on behalf of all occupants. Hard copy available on request.
Anti-Fraud Policy	Available on request
Records Management	Hard copy on request or via our website Privacy policy - Quick links - Footer - Scottish Land Commission Records Management Policy – this document will be made available in the near future
Freedom of Information – request made and responses issued	Statistics on the number of Freedom of Information (FOI) requests and the outcome of these are uploaded to the Homepage Scottish Information Commissioner on a quarterly basis. Openness - Quick links - Footer - Scottish Land Commission
Privacy Policy	Privacy policy - Quick links - Footer - Scottish Land Commission
Data Protection	Openness - Quick links - Footer - Scottish Land Commission
Research Ethics	Openness - Quick links - Footer - Scottish Land Commission

Class 6: How the Scottish Land Commission procures 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	How to access the information
Procurement Policy	Accessible via the Scottish Government Public sector procurement Public Contracts Scotland

Class 7: How the Scottish Land Commission is performing	
Class description: Information about how the Scottish Land Commission performs as an organisation, and how well it delivers its functions and services.	
The information we publish under this class	How to access the information
Annual Report	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Law, Policy and Rules of Procedure	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Corporate Plan, Strategic Plan & Programme of Work	Hard copy on request or via our website What we do - About us - Scottish Land Commission
Commissioners Meetings held in public and minutes of the commissioners meetings	Hard copy on request or via our website Board Meetings - About us - Scottish Land Commission
Consultation Documents	Hard copy on request or via our website Scottish Land Commission - resources
Equality reports	Not available

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 eg bookshop, museum or research journal

The information we publish under this class

How to access the information

The Scottish Land Commission does not hold or publish any information under this class.

Class 9: Our open data

Class description:

Open data made available by the Scottish Land Commission as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

The information we publish under this class

How to access the information

Open data is non-personal and non-commercial data which is made available online in machine readable formats and can be used, and reused for any purpose as it is available under open licence.

The Scottish Land Commission will make available when possible

- Open data publication plan
- Links to data sets and their metadata

Re-use of Scottish Land Commission Public Sector Information

The Scottish Land Commission is an executive non-departmental public body set up by the [Land Reform \(Scotland\) Act 2016](#)

The [Land Reform \(Scotland\) Act 2016](#) provides for: a [Scottish land rights and responsibilities statement](#), the establishment of the Scottish Land Commission and within it the role of the Tenant Farming Commissioner, information to be collected about persons with a controlling interest in land owners and tenants, Ministers to issue guidance on engaging communities in decisions relating to land, and a variety of provisions concerning agricultural holdings, access rights, deer management and common good land.

Details of charges, if any can be found here

[Openness - Quick links - Footer - Scottish Land Commission](#)

To request re-use information please contact
enquiries@landcommission.gov.scot