

# Guide to Information available through Crown Estate Scotland's Publication Scheme

## PART I

### Introduction

1. The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme. Authorities are under a legal obligation to:
  - (i) publish the classes of information that they make routinely available;
  - (ii) tell the public how to access the information they publish and whether information is available free of charge or on payment.
2. Crown Estate Scotland has adopted the [Model Publication Scheme](#) produced by the Scottish Information Commissioner. You can find this scheme on our website at <http://www.crownestatescotland.com/freedom-of-information> or by contacting us at the address below.
3. The purpose of this Guide to Information is to:
  - (i) Allow you to see what information is available (and what is not available) in relation to each class;
  - (ii) State what charges may be applied;
  - (iii) Explain how to find the information easily;
  - (iv) Provide contact details for enquiries to get help with accessing information;
  - (v) Explain how to get information we hold that has not yet been published.

### Environmental Information

4. We proactively publish our environmental information (for example, policies, plans, programmes, reports and environmental impact studies) when complete. Such information will be published on our website ([www.crownestatescotland.com](http://www.crownestatescotland.com)) or information can be requested by contacting [FreedomofInformation@crownestatescotland.com](mailto:FreedomofInformation@crownestatescotland.com). There may be circumstances when environmental information cannot be published at a particular time due to commercial copyright or sensitivities. In these cases, the reasons for doing so will be communicated.

### Availability and formats

5. Information published through the model scheme should, wherever possible, be made available on our website.

6. We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information in paper copy on request (although there may be a charge for doing so).

### **Exempt information**

7. We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Freedom of Information (Scotland) Act 2002 (for example, sensitive personal data or a trade secret), we may redact the information before publication, and explain why we have done so.

### **Copyright and re-use**

8. Where Crown Estate Scotland holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:
  - (i) It is copied and reproduced accurately;
  - (ii) It is not used in a misleading context; and
  - (iii) The source of the material is identified.

Where Crown Estate Scotland does not hold the copyright in information we publish, we will make this clear.

### **Charges**

9. This section explains when we make a charge for our publications and requests for environmental information and how any charge will be calculated.
10. There is no charge to view information on our website or at our premises.
11. We may charge you for providing information by way of USB memory stick, for photocopying or for postage and packaging. Charges will be no more than the actual costs to us. We will always tell you what the cost is before providing the information to you.
12. Our photocopying charge per sheet of paper is 10p per A4 side of paper (black and white) and 20p per A4 side of paper (colour).
13. Information provided on USB memory stick will be charged at £4.98 per memory stick (normally 8GB).
14. Postage costs may be recharged at the rate we paid to send the information to you. Our

charge is for sending information by Royal Mail First Class.

15. When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.
16. We do not pass on any other costs to you in relation to our published information.
17. Our charging schedule does not apply to any commercial publications (see class 8 below). If available, these items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a “market value” which may include the cost of production.

## **Contact Us**

Please contact us for assistance with any aspect of this publication scheme at:

Crown Estate Scotland  
Quartermile Two  
2nd Floor  
2 Lister Square  
Edinburgh, EH3 9GL

E-mail: [FreedomofInformation@crownestatescotland.com](mailto:FreedomofInformation@crownestatescotland.com)

Tel: 0131 260 6070 (option 0) (please ask to speak to the Information & Records Manager)

We will also 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.

If you prefer you can contact us on the telephone number above to ask for a hard copy of this guide to be posted to you.

## **The Classes of Information That We Publish**

We publish information that we hold within the classes set out in Part II. 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.

## PART II – Publication Scheme

The classes are:

<b>CLASS 1: ABOUT CROWN ESTATE SCOTLAND</b>	
<b>Class description:</b> Information about Crown Estate Scotland, who we are, where to find us, how to contact us, how we are managed and our external relations	
<b>The information we publish under this class</b>	<b>How to access it</b>
<b><i>General information about Crown Estate Scotland</i></b>	
Authority name, address and contact details for headquarters and principal offices	<a href="http://www.crownestatescotland.com/contact-us">http://www.crownestatescotland.com/contact-us</a>
Organisational structure, roles and responsibilities of senior officers	Structure & Governance: <a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a>  Our People: <a href="https://www.crownestatescotland.com/corporate/our-people">https://www.crownestatescotland.com/corporate/our-people</a>
Business opening hours	Monday to Friday 09.00 to 17.00
Contact details for customer care and complaints functions	<a href="https://www.crownestatescotland.com/policies/complaints">https://www.crownestatescotland.com/policies/complaints</a>
Publication scheme and Guide to information	<a href="http://www.crownestatescotland.com/freedom-of-information">http://www.crownestatescotland.com/freedom-of-information</a>
Charging schedule for published information	<a href="http://www.crownestatescotland.com/freedom-of-information">http://www.crownestatescotland.com/freedom-of-information</a>
Contact details and how to request information from the authority	<a href="http://www.crownestatescotland.com/freedom-of-information">http://www.crownestatescotland.com/freedom-of-information</a>

Legal Framework of Crown Estate Scotland	<p>Structure &amp; Governance: <a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a></p> <p>Framework Document: <a href="https://www.crownestatescotland.com/sites/default/files/2023-08/framework-document-for-crown-estate-scotland-2020.pdf">https://www.crownestatescotland.com/sites/default/files/2023-08/framework-document-for-crown-estate-scotland-2020.pdf</a></p>
<b><i>How the authority is run</i></b>	
Our Board	<p>Structure &amp; governance: <a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a></p> <p>Our People: <a href="https://www.crownestatescotland.com/corporate/our-people">https://www.crownestatescotland.com/corporate/our-people</a></p>
The Senior Management Team	<a href="https://www.crownestatescotland.com/corporate/our-people">https://www.crownestatescotland.com/corporate/our-people</a>
Governance Arrangements	<a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a>
<b><i>Corporate planning</i></b>	
Mission statement	<p>Corporate Plan: Current and past corporate plans can be found using the search function on our website (refer to <b>Screenshot 3</b>) or request the information via email – <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> or <a href="mailto:freedomofinformation@crownestatescotland.com">freedomofinformation@crownestatescotland.com</a> )</p>
Corporate Policies	<p>Corporate Policies: Upon request – <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> or <a href="mailto:freedomofinformation@crownestatescotland.com">freedomofinformation@crownestatescotland.com</a></p> <p>Reporting &amp; Sustainability:</p>



**Crown Estate  
Scotland**

Oighreachd a' Chrùin Alba

	<p><a href="https://www.crownestatescotland.com/policies/sustainability">https://www.crownestatescotland.com/policies/sustainability</a></p> <p>Framework Document: <a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a></p> <p>Corporate Plan: Current and past corporate plans can be found using the search function on our website (refer to Screenshot 3)</p> <p>or request the information via email – <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> or <a href="mailto:freedomofinformation@crownestatescotland.com">freedomofinformation@crownestatescotland.com</a> )</p>
<b><i>External relations</i></b>	
Latest news and opinion pieces	<a href="https://www.crownestatescotland.com/news/current">https://www.crownestatescotland.com/news/current</a>
News Releases	<a href="https://www.crownestatescotland.com/news/current">https://www.crownestatescotland.com/news/current</a>
Accountability relationships	Framework Document: <a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a>
Strategic Agreements with other bodies	Request the information via email – <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> or <a href="mailto:freedomofinformation@crownestatescotland.com">freedomofinformation@crownestatescotland.com</a>

**CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**

**Class description:**  
Information about Crown Estate Scotland's 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 it**

**Functions**

Description of functions, including statutory basis for them, where applicable

Structure & governance:  
<https://www.crownestatescotland.com/corporate/structure-governance>

Framework Document:  
<https://www.crownestatescotland.com/corporate/structure-governance>

Scotland's Property – drop down menu from the top navigation panel on the website and select which asset (refer to **Screenshot 1**)

Strategies and policies for performing statutory functions

Upon request ([enquiries@crownestatescotland.com](mailto:enquiries@crownestatescotland.com) or [freedomofinformation@crownestatescotland.com](mailto:freedomofinformation@crownestatescotland.com))

Or using the drop down menu from the top navigation panel on the website and selecting the asset (refer to **Screenshot 1**).

Snap shot of assets and projects that Crown Estate Scotland manages:  
(e.g., farming, forestry, wild salmon, minerals, marine renewable energy , carbon capture and storage, cables and pipelines, metal detecting policies, ports and harbours, building and places, wild seaweed harvesting, aquaculture.)

Upon request ([enquiries@crownestatescotland.com](mailto:enquiries@crownestatescotland.com) or [freedomofinformation@crownestatescotland.com](mailto:freedomofinformation@crownestatescotland.com))

Or using the drop down menu from the top navigation panel on the website and selecting the asset (refer to **Screenshot 1**).



How to report a concern	<a href="https://www.crownestatescotland.com/policies/complaints">https://www.crownestatescotland.com/policies/complaints</a>
Reports of Crown Estate Scotland's exercise of its statutory functions	Please see Resources drop down menu on the top navigation panel of our website (choice of published documents, spatial data hub, and maps. Use key terms and filters to narrow your search. (refer to <b>Screenshot 2</b> )
Fees and charges for performance of the Crown Estate Scotland's functions	Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Find specific publications under our Resource dropdown menu and under Documents (refer to <b>Screenshot 2</b> )
<b>CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED</b>	
<b>Class description:</b> <b>Information about the decisions we take, how we make decisions and how we involve others.</b>	
<b>The information we publish under this class</b>	<b>How to access it</b>
Governance Overview	<a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a>
Consultations	Consultations for specific projects can be found on the website listed under the project. Projects can be found under 'Our Projects' drop down menu at the top navigation panel (refer <b>Screenshot 3</b> ). Other published consultations can be found under Resources and using the search and filter function. (refer to <b>Screenshot 2</b> )
Decisions taken by the organisation	<a href="https://www.crownestatescotland.com/corporate/structure-governance">https://www.crownestatescotland.com/corporate/structure-governance</a> or for specific projects, select 'Our Projects' or the 'Resources' section of the website (refer to <b>Screenshot 3</b> )

**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	How to access it
Annual Reports	<a href="https://www.crownestatescotland.com/corporate/reporting">https://www.crownestatescotland.com/corporate/reporting</a> and the 'Resources' drop-down menu at the top navigation panel on the website, select 'Documents' and search and filter (refer to Screenshot 2)
Scottish Crown Estate revenue	<a href="https://www.crownestatescotland.com/how-we-help/impact/scottish-crown-estate-revenue">https://www.crownestatescotland.com/how-we-help/impact/scottish-crown-estate-revenue</a>
Purchasing plans and capital funding plans	Past and future Corporate Plans and Business plans are published on the website and can be found by selecting 'Resources' on the top navigation panel and selecting documents and searching and filtering for the search terms. (refer to Screenshot 2)
Expenses policies and procedures	Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Or <a href="mailto:FreedomofInformation@crownestatescotland.com">FreedomofInformation@crownestatescotland.com</a>
Senior staff/board members' expenses	Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Or <a href="mailto:FreedomofInformation@crownestatescotland.com">FreedomofInformation@crownestatescotland.com</a> Found in past Annual Reports – selecting 'Resources' and 'Documents' top navigation panel of the website and using search terms and filters. (Refer to Screenshot 2).

Board members' remuneration, other than expenses	<a href="http://www.appointed-for-scotland.org/about-public-bodies/directory-of-public-bodies-appointments/crown-estate-scotland-interim-management/">http://www.appointed-for-scotland.org/about-public-bodies/directory-of-public-bodies-appointments/crown-estate-scotland-interim-management/</a>  Annual Reports – selecting 'Resources' and 'Documents' top navigation panel of the website and using search terms and filters. (Refer to Screenshot 2)
Pay and grading structure	Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Or <a href="mailto:FreedomofInformation@crownestatescotland.com">FreedomofInformation@crownestatescotland.com</a>
<b>CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>	
<b>Class description: Information about how we manage our human, physical and information resources.</b>	
<b>The information we publish under this class</b>	<b>How to access it</b>
<i>Human Resources</i>	
Staffing structure	Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Or <a href="mailto:FreedomofInformation@crownestatescotland.com">FreedomofInformation@crownestatescotland.com</a>
Human resources policies, procedures and guidelines, including recruitment, performance management, salary and grading, promotion, pensions and discipline, grievance, staff development and staff records	Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Or <a href="mailto:FreedomofInformation@crownestatescotland.com">FreedomofInformation@crownestatescotland.com</a>
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Or <a href="mailto:FreedomofInformation@crownestatescotland.com">FreedomofInformation@crownestatescotland.com</a>



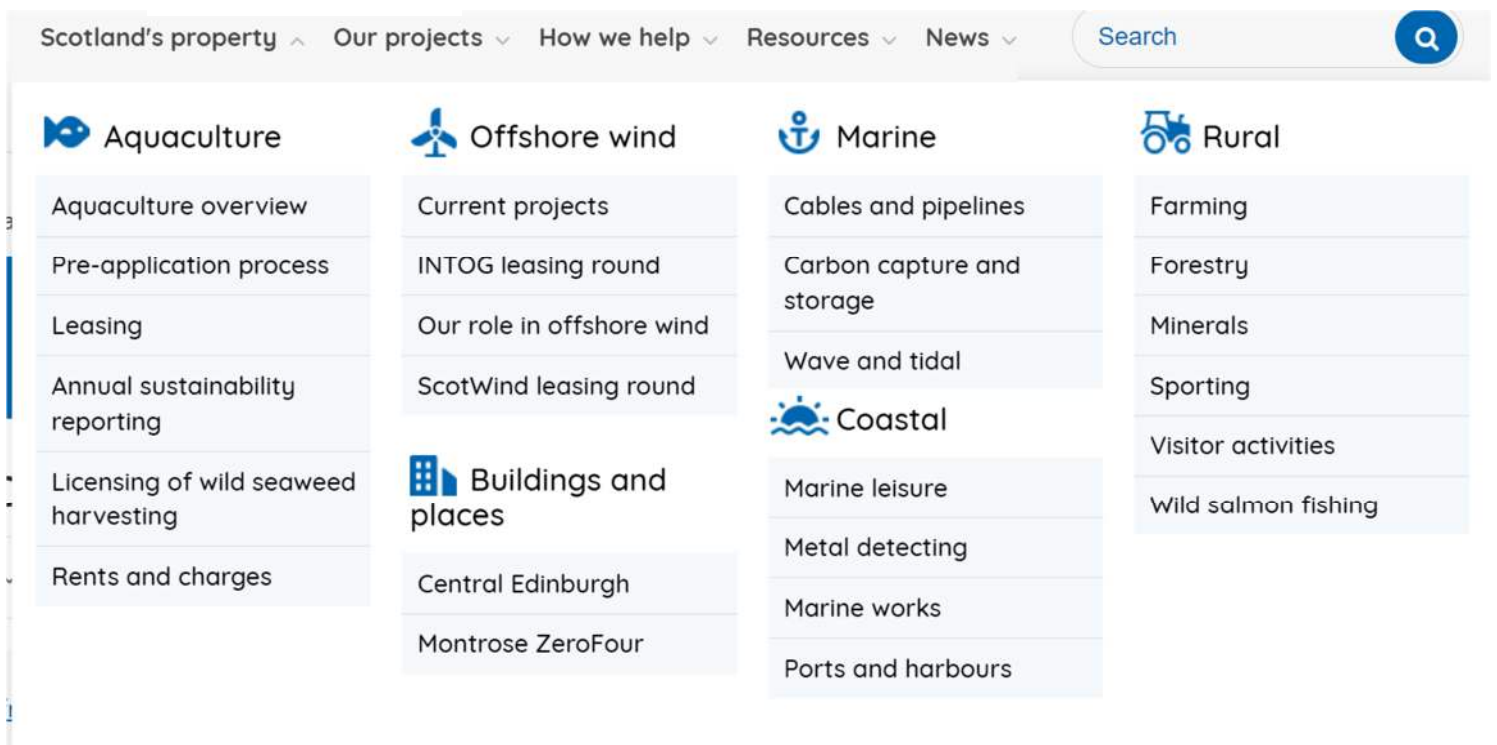
<b>Physical resources</b>	
Management of our land and property assets	<p>The Assets: Use the drop down menu from the top navigation panel on the website and selecting the asset. (refer to <b>Screenshot 1</b>)</p> <p>Corporate Policies: Upon request – <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> or <a href="mailto:freedomofinformation@crownestatescotland.com">freedomofinformation@crownestatescotland.com</a></p> <p>Reporting &amp; Sustainability: <a href="https://www.crownestatescotland.com/policies/sustainability">https://www.crownestatescotland.com/policies/sustainability</a></p> <p>For information on our managing agents or issues around our property: <a href="https://www.crownestatescotland.com/contact-us">https://www.crownestatescotland.com/contact-us</a> Under 'Property contacts'</p>
Description of our land and property holdings	Use the drop down menu from the top navigation panel on the website and selecting the asset. (refer to <b>Screenshot 1</b> ).
Maintenance arrangements	<p>Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Or <a href="mailto:FreedomofInformation@crownestatescotland.com">FreedomofInformation@crownestatescotland.com</a></p>
<b>Information resources</b>	
Asset management policies and procedures	<p>Please contact: <a href="mailto:enquiries@crownestatescotland.com">enquiries@crownestatescotland.com</a> Find specific publications under our Resource dropdown menu and under Documents (refer to <b>Screenshot 2</b>)</p>
Freedom of Information Policies and Procedures	<a href="http://www.crownestatescotland.com/freedom-of-information">http://www.crownestatescotland.com/freedom-of-information</a>

Data protection policy	<a href="https://www.crownestatescotland.com/privacy-and-data-protection">https://www.crownestatescotland.com/privacy-and-data-protection</a>
Privacy policy	<a href="https://www.crownestatescotland.com/privacy-and-data-protection">https://www.crownestatescotland.com/privacy-and-data-protection</a>
<b>CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>	
<b>Class description:</b> <b>Information about how we procure goods and services from external providers.</b>	
<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement policies and procedures	<a href="https://www.crownestatescotland.com/policies/procurement">https://www.crownestatescotland.com/policies/procurement</a>
Invitations to tender	We advertise contracts on Public Contracts Scotland: <a href="http://www.publiccontractsscotland.gov.uk/register/register_start.aspx">http://www.publiccontractsscotland.gov.uk/register/register_start.aspx</a>
<b>CLASS 7: HOW WE ARE PERFORMING</b>	
<b>Class description:</b> <b>Information about how we perform as an organisation, and how well we deliver our functions and services.</b>	
<b>The information we publish under this class</b>	<b>How to access it</b>
Business Plan	Past and future Business Plans are published on the website and can be found by selecting 'Resources' on the top navigation panel and selecting documents and searching and filtering for the search terms. (refer to Screenshot 2)
Corporate Plan	Past and future Corporate Plans are published on the website and can be found by selecting 'Resources' on the top navigation panel and selecting documents and searching and filtering for the search terms. (refer to Screenshot 2)

Annual Report	Annual Reports – selecting 'Resources' and 'Documents' top navigation panel of the website and using search terms and filters. (Refer to Screenshot 2)
<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>	
<b>Class description:</b> 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.	
<b>The information we publish under this class</b>	<b>How to access it</b>
No information currently held under this class.	
<b>CLASS 9: OUR OPEN DATA</b>	
<b>Class description:</b> Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Spatial hub (aquaculture, cables & pipelines, minerals, offshore wind, wave & tidal, wild salmon fishing)	<a href="https://crown-estate-scotland-spatial-hub-coregis.hub.arcgis.com/">https://crown-estate-scotland-spatial-hub-coregis.hub.arcgis.com/</a>
Marine Data Exchange – data generated by our Energy Tenants (Offshore Wind, Wave & Tidal) for example – Ornithological surveys, Environmental studies, Geotechnical surveys, Meteorological studies, etc. Partnership between The Crown Estate and Crown Estate Scotland (cover all of the UK).	<a href="https://www.marinedataexchange.co.uk/">https://www.marinedataexchange.co.uk/</a>

## Annex 1 – Screenshots of Website

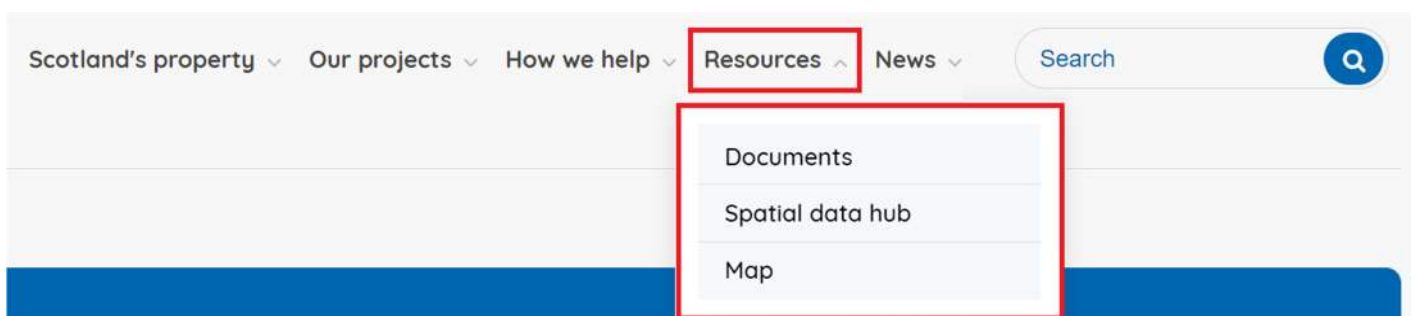
### Screenshot 1



Scotland's property ^ Our projects v How we help v Resources v News v Search

- Aquaculture**
  - Aquaculture overview
  - Pre-application process
  - Leasing
  - Annual sustainability reporting
  - Licensing of wild seaweed harvesting
  - Rents and charges
- Offshore wind**
  - Current projects
  - INTOG leasing round
  - Our role in offshore wind
  - ScotWind leasing round
- Buildings and places**
  - Central Edinburgh
  - Montrose ZeroFour
- Marine**
  - Cables and pipelines
  - Carbon capture and storage
  - Wave and tidal
- Coastal**
  - Marine leisure
  - Metal detecting
  - Marine works
  - Ports and harbours
- Rural**
  - Farming
  - Forestry
  - Minerals
  - Sporting
  - Visitor activities
  - Wild salmon fishing

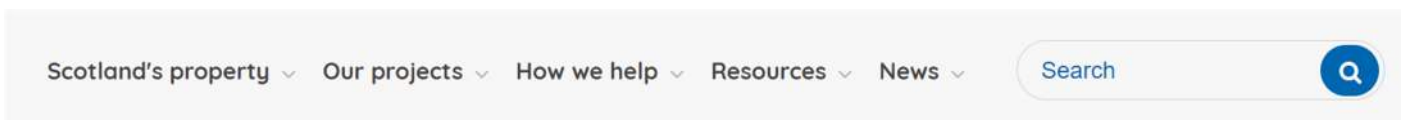
### Screenshot 2



Scotland's property v Our projects v How we help v **Resources** v News v Search

- Documents
- Spatial data hub
- Map

### Screenshot 3



Scotland's property v Our projects v How we help v Resources v News v Search