

## GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME



The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities, including Drinking Water Quality Regulator for Scotland (the 'Regulator') 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 Regulator has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. You can see this scheme on the Regulator's website at [www.dwqr.scot](http://www.dwqr.scot) or by writing to the address below.

The purpose of this Publication Scheme is to:

- allow the public to see what information is available (and what is not available)
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information she holds that has not been published

### Availability and formats

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

### Exempt information

The Regulator will publish the information held 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 commercially sensitive), this information will be removed or redacted before publication.

## Copyright: Re-using Crown copyright material

You may use and re-use the information featured on this website (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence (OGL). Information on the OGL can be found at <http://www.nationalarchives.gov.uk/doc/open-government-licence/>

Any enquiries regarding the use and re-use of this information resource should be sent to [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

## Charges

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

There is no charge to view information on the website. The Regulator may charge for providing information to you e.g., printing, photocopying and postage, but this charge will be no more than it actually costs to process your request. The Regulator will always tell you what the cost is before providing the information to you.

The printing and photocopying charge per sheet of paper is shown in the table below:

### Black and white printing and photocopying

| Size of paper | Pence per sheet of paper |
|---------------|--------------------------|
| A3            | 10p                      |
| A4            | 10p                      |

Information provided on CD-ROM/DVD will be charged at 50p per computer disc. Postage costs will be recharged at the rate paid to send the information to you. When providing copies of pre-printed publications, the charge will be no more than the cost per copy of the total print run. The Regulator will not pass on any other costs to you in relation to her published information.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). 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 the Regulator

You can contact the Regulator's office for assistance with any aspect of this publication scheme:

Office Manager  
Drinking Water Quality Regulator for Scotland  
3-F South  
Victoria Quay  
Edinburgh  
EH6 6QQ

Email: [regulator@dwqr.scot](mailto:regulator@dwqr.scot)

Tel: 0131 244 0190

Advice can also be requested for information that she does not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

## The classes of information that she publishes

The Regulator publishes information that is held within the following classes, listed below. Once information is published under a class, it will continue to be made 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 the Regulator for that information.

| <b>CLASS 1: ABOUT THE DRINKING WATER QUALITY REGULATOR FOR SCOTLAND</b> |   |
|---|---|
| <b>Class description:</b><br>Information about the Regulator            |   |
| <b>The information the Regulator publishes under this class</b>         | <b>How to access it</b>   |
| <b>Our enabling Legislation</b>   |   |
| Water Industry (Scotland) Act 2002                                      | <a href="http://dwqr.scot/information/regulatory-framework/">http://dwqr.scot/information/regulatory-framework/</a>                 |
| <b>About the Regulator</b>  |   |
| DWQR's role   | <a href="http://dwqr.scot/about-us/">http://dwqr.scot/about-us/</a>   |
| Scottish Government Drinking Water Quality Team                         | <a href="https://www.gov.scot/policies/water/">https://www.gov.scot/policies/water/</a>   |
| <b>Governance and accountability</b>                                    |   |
| DWQR Charter  | <a href="http://dwqr.scot/about-us/dwqr-charter/">http://dwqr.scot/about-us/dwqr-charter/</a>                                       |
| DWQR Annual Water Quality Report  | <a href="http://dwqr.scot/information/annual-report/">http://dwqr.scot/information/annual-report/</a>                               |
| <b>External relations/working with others</b>                           |   |
| Strategic agreements with other bodies                                  | <a href="http://dwqr.scot/about-us/memoranda-of-understanding-mous/">http://dwqr.scot/about-us/memoranda-of-understanding-mous/</a> |
| Consultants in Public Health Medicine - Newsletter                      | <a href="http://dwqr.scot/information/dwqr-stakeholder-newsletters/">http://dwqr.scot/information/dwqr-stakeholder-newsletters/</a> |
| What to Expect from DWQR  | <a href="http://dwqr.scot/education/what-the-dwqr-does/">http://dwqr.scot/education/what-the-dwqr-does/</a>                         |
| Contact Us  | <a href="http://dwqr.scot/contact-us/">http://dwqr.scot/contact-us/</a>   |
| <b>Keeping others informed</b>  |   |
| Education section   | <a href="http://dwqr.scot/education/">http://dwqr.scot/education/</a>   |

## CLASS 2: HOW THE REGULATOR DELIVERS HIS FUNCTIONS AND SERVICES

### **Class description:**

Information about the Regulator's work, his strategy and policies for delivering functions and services and information for his service users.

| <b>The information the Regulator publishes under this class</b>                       | <b>How to access it</b>   |
|---|---|
| Strategic agreements with other bodies  | <a href="http://dwqr.scot/about-us/memoranda-of-understanding-mous/">http://dwqr.scot/about-us/memoranda-of-understanding-mous/</a>         |
| <b>Information for Water Suppliers and Local Authorities in Scotland</b>              |   |
| Information Letters   | <a href="http://dwqr.scot/regulator-activity/information-letters/">http://dwqr.scot/regulator-activity/information-letters/</a>             |
| <b>Information on DWQR Audits and Investigations</b>                                  |   |
| Audits and Inspections  | <a href="http://dwqr.scot/regulator-activity/audit-and-inspection/">http://dwqr.scot/regulator-activity/audit-and-inspection/</a>           |
| Incident Investigations   | <a href="http://dwqr.scot/regulator-activity/water-quality-incidents/">http://dwqr.scot/regulator-activity/water-quality-incidents/</a>     |
| Enforcement Action  | <a href="http://dwqr.scot/regulator-activity/enforcement/">http://dwqr.scot/regulator-activity/enforcement/</a>                             |
| <b>Information for members of the public and businesses relating to water quality</b> |   |
| Water Quality FAQ's   | <a href="http://dwqr.scot/public-supply/drinking-water-quality-faqs/">http://dwqr.scot/public-supply/drinking-water-quality-faqs/</a>       |
| National Water Quality data   | <a href="http://dwqr.scot/public-supply/national-water-quality/">http://dwqr.scot/public-supply/national-water-quality/</a>                 |
| Check your water quality  | <a href="http://dwqr.scot/public-supply/check-your-local-water-quality/">http://dwqr.scot/public-supply/check-your-local-water-quality/</a> |
| DWQR Charter  | <a href="http://dwqr.scot/about-us/dwqr-charter/">http://dwqr.scot/about-us/dwqr-charter/</a>   |
| <b>Legislation we enforce</b>   |   |
| Water (Scotland) Act 1980   | <a href="http://dwqr.scot/information/regulatory-framework/">http://dwqr.scot/information/regulatory-framework/</a>                         |
| Water Supply (Water Quality)(Scotland) Regulations 2014                               | <a href="http://dwqr.scot/information/regulatory-framework/">http://dwqr.scot/information/regulatory-framework/</a>                         |
| The Private Water Supplies (Scotland) Regulations 2006                                | <a href="http://dwqr.scot/information/regulatory-framework/">http://dwqr.scot/information/regulatory-framework/</a>                         |

| <b>CLASS 3: HOW THE REGULATOR TAKES DECISIONS AND WHAT SHE DECIDED</b>   |   |
|--|---|
| <b>Class description:</b><br>Information about the decisions the Regulator takes, how decisions are made and how others are involved |   |
| <b>The information the Regulator publishes under this class</b>  | <b>How to access it</b>   |
| Incident Investigations  | <a href="http://dwqr.scot/regulator-activity/water-quality-incidents/">http://dwqr.scot/regulator-activity/water-quality-incidents/</a> |
| <b>Enforcing Scotland's Water Quality Regulations</b>  |   |
| Audits and Inspections   | <a href="http://dwqr.scot/regulator-activity/audit-and-inspection/">http://dwqr.scot/regulator-activity/audit-and-inspection/</a>       |
| Commissioned Research to inform policy development   | <a href="http://dwqr.scot/information/research/">http://dwqr.scot/information/research/</a>   |
| Enforcement Action   | <a href="http://dwqr.scot/regulator-activity/enforcement/">http://dwqr.scot/regulator-activity/enforcement/</a>                         |

| <b>CLASS 4: WHAT THE REGULATOR SPENDS AND HOW SHE SPENDS IT</b>  |   |
|--|---|
| <b>Class description:</b><br>Information about the Regulators strategy for, and management of, financial resources |   |
| <b>The information the Regulator publishes under this class</b>  | <b>How to access it</b>   |
| Financial Statements   | <a href="http://dwqr.scot/about-us/financial-statements/">http://dwqr.scot/about-us/financial-statements/</a>   |
| Financial management - Scottish Public Finance Manual  | <a href="https://www.gov.scot/publications/scottish-public-finance-manual/background-and-applicability/background-and-applicability/">https://www.gov.scot/publications/scottish-public-finance-manual/background-and-applicability/background-and-applicability/</a> |

## CLASS 5: HOW THE REGULATOR MANAGES HIS HUMAN, PHYSICAL AND INFORMATION RESOURCES

### Class description:

Information about how the Regulator manages the human, physical and information resources of the DWQR

| The information the Regulator publishes under this class   | How to access it  |
|--|---|
| Under Scottish law, the Scottish Ministers appoints a single Regulator, who is assisted by a small team of scientists, engineers and administrative staff within the Drinking Water Quality Division of the Scottish Government. |   |
| Office policies  |   |
| Staff policies   | DWQR is a Civil Servant appointed by Scottish Ministers to carry out the role. The Regulator is supported by a team of Civil Servants who work for the Scottish Government (SG). The Regulator is required to comply with SG HR policies. Details can be found at:<br><a href="http://www.gov.scot/">http://www.gov.scot/</a> |
| Equality policies  |   |
| Recruitment policies   |   |
| Employment information   |   |
| Records management information   |   |
| DWQR Publication Scheme  | <a href="http://dwqr.scot/publication-scheme/">http://dwqr.scot/publication-scheme/</a>   |

## CLASS 6: HOW THE REGULATOR PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

### Class description:

Information about how the Regulator procures goods and services, and contracts with external providers

| The information the Regulator publishes under this class   | How to access it   |
|--|--|
| Under Scottish law, the Scottish Ministers appoints a single Regulator, who is assisted by a small team of scientists, engineers and administrative staff within the Drinking Water Quality Division of the Scottish Government. |  |
| Procurement  | The Regulator is required to comply with SG procurement procedures. Details may be found at: <a href="https://www.gov.scot/policies/public-sector-procurement/">https://www.gov.scot/policies/public-sector-procurement/</a> |
| Tendering  |  |

## CLASS 7: HOW THE REGULATOR IS PERFORMING

### **Class description:**

Information about how the Regulator performs as an organisation, and how well she delivers its functions and services

| <b>The information the Regulator publishes under this class</b> | <b>How to access it</b>   |
|---|---|
| DWQR Annual Water Quality Report                                | <a href="http://dwqr.scot/information/annual-report/">http://dwqr.scot/information/annual-report/</a> |

## CLASS 8: 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.

| <b>The information the Regulator publishes under this class</b>     | <b>How to access it</b> |
|---|-------------------------|
| The Regulator does not hold or publish information under this class |                         |

## CLASS 8: Our Open Data

### **Class description:**

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

| <b>The information the Regulator publishes under this class</b> | <b>How to access it</b>   |
|---|---|
| Drinking Water Spatial Data                                     | <a href="http://spatialdata.gov.scot">http://spatialdata.gov.scot</a> |
| Drinking Water sample/test data                                 | Please contact DWQR via dwqr.scot                                     |