

# OFFICE OF THE ADVOCATE GENERAL FOR SCOTLAND

## **Guide to Information**

In this Guide, we set out the types of information about the Office of the Advocate General for Scotland (“OAG”) which is routinely available, the format in which it is made available, and whether or not the information is made available free, or for a charge. The general headings used are those set out in the Information Commissioner’s definition document for government departments.

In the following tables, we indicate for each class of information whether the class includes chargeable information or not.

One of the following categories will be applicable:

**free of charge on website** (i.e. there is no charge by us, although the user will of course have to meet any charges by their Internet service provider, personal printing costs, etc). For those without Internet access, a single print-out as on the website will be available by post at the contact address below. However, requests for multiple printouts may attract a charge for the cost of photocopying, postage, etc. We will let you know the relevant charge at the time of your request and this will be payable in advance;

**free of charge hard copy**, e.g. a leaflet, booklet or a printout from the department's intranet site. A single copy will be available by post at the contact address below. However, requests for multiple printouts may attract a charge for the cost of photocopying, postage, etc. We will let you know the relevant charge at the time of your request and this will be payable in advance;

**chargeable hard copy** e.g. “glossy” or other bound paper copies are chargeable. Alternatively, we may advise where these publications can be purchased (such as from the Stationery Office).

We may charge a fee for processing Freedom of Information requests seeking information which is not listed as being routinely available. The fees are currently prescribed in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (SI 2004/3244).

References in the following tables to the OAG website are to the website of the Office of the Advocate General, which can be found at:

[www.advocategeneral.gov.uk](http://www.advocategeneral.gov.uk)

### Information which is routinely available from OAG

#### Who we are and what we do

Information	Format	Charge
Roles and responsibilities of department	OAG website Hard copy on request	Free to download Single hard copy - free on request
Roles and responsibilities of Advocate General	OAG website Hard copy on request	Free to download Single hard copy - free on request
Organisational structure of department	OAG website	Free to download Single hard copy - free on request
Biographical details of Advocate General and senior staff	OAG website Hard copy on request	Free to download Single hard copy - free on request
Note of legislation relevant to the department's functions	OAG website Hard copy on request	Free to download Single hard copy - free on

		request
Details of office locations and contact details	OAG website  Hard copy on request	Free to download  Single hard copy - free on request

### What we spend and how we spend it

Information	Format	Charge
Information on administration costs and expenditure of OAG	Information available in the joint Annual Reports for the Scotland Office and OAG – these are available online ( <a href="http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps">http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps</a> ) and in hard copy from the Stationery Office – <a href="http://www.tsoshop.co.uk">www.tsoshop.co.uk</a>	Online download – free of charge  Charge for hard copies.
Levels of staff pay	<p>Levels of senior civil service pay available in joint Annual Reports for the Scotland Office and OAG – these are available online (<a href="http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps">http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps</a>) and in hard copy from the Stationery Office – <a href="http://www.tsoshop.co.uk">www.tsoshop.co.uk</a></p> <p>The Office of the Advocate General does not directly employ any staff; staff are seconded from other Government Departments, mainly the Scottish Executive and the Ministry of Justice.</p> <p>Legal staff in the Office of Solicitor to the Advocate General for Scotland and the Legal Secretariat to the Advocate General are, in the main, part of the Government Legal Service for Scotland (GLSS) and seconded to the UK Government from the Scottish Executive.</p> <p>To learn more about the GLSS and to read about the excellent opportunities for a varied and stimulating career, including details for legal traineeships and summer placements, and rates of pay, visit: <a href="http://www.scotland.gov.uk/About/Directorates/Services-Groups/LPS/glss">www.scotland.gov.uk/About/Directorates/Services-Groups/LPS/glss</a></p> <p>The Offices of the Advocate General are supported by a small number of administrative staff and recruitment to these posts is</p>	<p>Online download – free of charge</p> <p>Charge for hard copies.</p>

	<p>normally handled by the Scottish Executive and advertised on their website.</p> <p><a href="http://www.scotland.gov.uk/About/Recruitment">http://www.scotland.gov.uk/About/Recruitment</a></p> <p>Some administrative staff are seconded from UK Whitehall Departments. For details of recruitment to UK Whitehall Departments, visit: <a href="http://www.careers.civil-service.gov.uk/">www.careers.civil-service.gov.uk/</a></p>	
Procurement procedures	The majority of contracts in place are collaborative contracts negotiated by either the Scottish Executive or the Ministry of Justice, into which the Office of the Advocate General can participate. If we are required to source an item or service through Procurement, advice would be sought from suitably qualified staff within this functional specialism.	
Contracts awarded (which have gone through formal tendering)	No such contracts are in place for OSAG.	

### What are our priorities and how are we doing?

Information	Format	Charge
Departmental objectives	Information available in the joint Annual Reports for the Scotland Office and OAG – these are available online ( <a href="http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps">http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps</a> ) and in hard copy from the Stationery Office – <a href="http://www.tsoshop.co.uk">www.tsoshop.co.uk</a>	Online download – free of charge  Charge for hard copies.
Annual Report	Joint Annual Reports for the Scotland Office and OAG – these are available online ( <a href="http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps">http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps</a> ) and in hard copy from the Stationery Office – <a href="http://www.tsoshop.co.uk">www.tsoshop.co.uk</a>	Online download – free of charge  Charge for hard copies.
Performance	Joint Annual Reports for the Scotland Office and	Online download –

reports to Parliament	OAG are presented to Parliament by the Secretary of State for Scotland by Command of Her Majesty – these are available online ( <a href="http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps">http://www.scotlandoffice.gov.uk/our-communications/documents.php?doctype=reps</a> ) and in hard copy from the Stationery Office – <a href="http://www.tsoshop.co.uk">www.tsoshop.co.uk</a>	free of charge  Charge for hard copies
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## How we make decisions

The Director of the Scotland Office is an Additional Accounting Officer (AAO) within the overall responsibility of the Accounting Officer of the Ministry of Justice. The former's responsibilities cover both the Scotland Office and the Office of the Advocate General.

The Offices have a Joint Management Board that oversees both organisations; the Director of the Scotland Office chairs that Board. This Board meets regularly and considers a wide range of issues, from the overall complement of the Offices to the budgeting allocations within the Offices.

The Board's non-executive member is an official of the MoJ and the AAO is satisfied that he will be able to give the Board independent advice.

In addition, the Joint Management Board has two sub-committees; Audit (described in the joint [Scotland Office/OAG Annual Report](#)) and the OAG Management Group; the latter deals with operational matters within the Office of the Advocate General.

## Our policies and procedures

Information	Format	Charge
Policies and procedures for recruiting and employing staff.	Information on recruitment available on OAG website and in hard copy on request	Online download – free of charge  Single hard copy - free on request
Equality and diversity	OAG staff are seconded from other Government Departments, mostly from the Scottish Executive and the Ministry of Justice. Information relating to their equality and diversity policies can be obtained directly from those departments.	
Health and safety	OAG staff are subject to the health and safety policies and procedures of other Government departments; namely the Scottish Executive, MOJ	

	and the Scotland Office. Information relating to their health and safety procedures can be obtained directly from those departments.	
Records management policies	The records management policy of the Scottish Executive applies to OAG records used by OAG staff in Victoria Quay, Edinburgh. This is available online ( <a href="http://www.scotland.gov.uk/Publications/2005/08/15152416/24168">http://www.scotland.gov.uk/Publications/2005/08/15152416/24168</a> ) and in hard copy on request.  For OAG staff working in Dover House, they are bound by the Scotland Office records management policy.	Online download – free of charge  Single hard copy - free on request  Single hard copy – free on request
Charging for routine publication of information	Charging policy for routine publication of information is set above. This Guide to Information is available on the OAG website and in hard copy on request.	Online download – free of charge  Single hard copy - free on request

## **Lists and registers**

The Offices of the Advocate General hold only a limited amount of information of this type and this is not made routinely available.

## **The services we offer**

The ICO definition document for the Model Publication Scheme for Government departments suggests that departments should provide information relating to the services it provides. The Offices of the Advocate General provide legal advice to UK Government departments, which is confidential, and do not have any policy responsibility. For this reason, the Offices of the Advocate General do not hold information of this type.

## Contacting the OAG Information Officer

The OAG Information Officer can be contacted as follows:

- by mail:           Information Officer  
                          Office of the Solicitor to the Advocate General  
                          Victoria Quay  
                          Edinburgh, EH6 6QQ

- or by email using the [contact sheet](#).

or telephone: 0131244 1635