

THE Queen's and Lord Treasurer's Remembrancer's Guide to Information

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 classes of information that they make routinely available
- tell the public how to access the information and what it might cost

The Queen's and Lord Treasurer's Remembrancer has adopted the 'Model Publication Scheme 2012' produced by the Scottish Information Commissioner. (<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx>)

The Scottish Information Commissioner has approved this scheme until 31 May 2016. You can see this scheme on the Scottish Information Commissioner's website at <http://www.itspublicknowledge.info/home/SICPublicationScheme/PSintro.aspx>

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class. (A class is a group of information having one or more common characteristics such as subject or origin.)
- 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 we hold that has not been published

The Queen's and Lord Treasurer's Remembrancer

The Queen's and Lord Treasurer's Remembrancer is the Crown's representative in Scotland who deals with ownerless property.

The Office of Queen's and Lord Treasurer's Remembrancer (QLTR) is held by the Crown Agent. The QLTR is supported by the QLTR Office which consists of 2 Solicitors and 3 Administrative staff.

The post of QLTR was created in 1837 by the amalgamation of two existing posts created in 1707 - the King's/Queen's Remembrancer and the Lord Treasurer's Remembrancer.

At one time the Sovereign's, and later the UK Government's, finances were administered by the Treasury. The Treasury's Scottish agent was the QLTR, and therefore the QLTR came under the direct control of the Treasury Commissioners. The Treasury established the Exchequer Office for Scotland in Edinburgh, essentially as a revenue collecting office, and the QLTR was at its head. As the opportunities for collecting revenue on behalf of the Crown in Scotland increased so did the functions of the QLTR, particularly in the 19th century. Among other duties, the QLTR was made responsible for collecting fines and for supervising the funding of the Scottish court system.

However in the 1970s, the function of financing that court system was transferred to the Secretary of State for Scotland, and in 1981 the QLTR's functions of paying judicial salaries and funding the prosecution service were transferred to the Lord Advocate. The Exchequer Office was itself therefore closed in 1981 - but the post of QLTR was retained for the specific purpose of the QLTR dealing, on behalf of the Crown, with matters of bona vacantia, ultimus haeres and Treasure Trove, all three of which are based on the common law principle relating to ownerless goods - Quod nullius est fit domini regis - which means - That which belongs to no one becomes the King's.

In 1981, the Treasury Commissioners decided that the post of QLTR should in future be held by whoever held the position in Scotland of Crown Agent. This dual appointment still operates, although since devolution the QLTR has been under the direction of Scottish Ministers rather than the Treasury Commissioners.

In terms of the Scotland Act 1998, the Crown's property rights in ownerless goods and the revenues raised from them were transferred to Scottish Ministers. Consequently all net receipts of the QLTR have since devolution been paid into the Scottish Consolidated Fund, rather than being transferred to the Treasury in London as used to be the case.

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 a paper copy (although there may be a charge for this).

Exempt Information

We will publish the information we hold which 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 will remove or redact the information before publication and explain why.

Copyright

Where The Queen's and Lord Treasurer's Remembrancer holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied, whole or in part, or reproduced accurately,
- it is not used in a misleading context, and
- the date and source of the material is acknowledged.

However, no part may be reproduced within a prospectus or in connection with any commercial activity or promotional or advertising campaign.

Where the Queen's and Lord Treasurer's Remembrancer does 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.

We may charge for providing information to you eg. 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 show in the table below:

| Type | Size of paper | Pence per sheet of paper |
|-----------------|----------------------|---------------------------------|
| Black and white | A4 | 10p |
| Colour | A4 | 20p |

Information provided on a CD-ROM will be charged at 50p per computer disc. We can also email documents.

Postage costs will be recharged at the rate we paid 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 on any other costs to you in relation to our published information.

QLTR does not print any commercial publications (see Class 8 below).

Contact us

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

The Queen's and Lord Treasurer's Remembrancer's Office
Scottish Government Building
1B-Bridge
Victoria Quay
Edinburgh
EH6 6QQ

coqltr@copfs.gsi.gov.uk

Telephone number 0844 5613899 or if calling from a mobile 0131 243 3210

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.

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.

The staff of the QLTR Office are seconded from The Crown Office and Procurator Fiscal Service and the Scottish Government. Therefore some of the information published under these classes are links to their websites since the QLTR Office does not publish this information separately.

| Class 1: About The Queen's and Lord Treasurer's Remembrancer | |
|---|---|
| Class Description: Information about The Queen's and Lord Treasurer's Remembrancer; who we are; where to find us; how to contact us; how we are managed; and our external relations. | |
| The information we publish under this class | How to access it |
| <ul style="list-style-type: none">• About us | http://www.qltr.gov.uk/ |
| <ul style="list-style-type: none">• Contact us | http://www.qltr.gov.uk/content/contact-us |

| 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 users. | |
| The information we publish under this class | How to access it |
| Functions | |
| Bona Vacantia | http://www.qltr.gov.uk/content/bona-vacantia |
| <ul style="list-style-type: none">• Company administrative restoration | http://www.qltr.gov.uk/content/company-administrative-restoration |
| <ul style="list-style-type: none">• QLTR Conveyancing Procedures | http://www.qltr.gov.uk/content/qltr-conveyancing-procedures |
| Ultimus Haeres | http://www.qltr.gov.uk/content/ultimus-haeres |
| <ul style="list-style-type: none">• Estates | http://www.qltr.gov.uk/content/estates- |

| | |
|---|---|
| reported to QLTR but not yet determined if a UH estate or formally accepted as one | reported-qltr-not-yet-determined-if-uh-estate-or-formally-accepted-one |
| <ul style="list-style-type: none"> Estates reported to QLTR from 1 April 2011 which were not accepted as UH estates | http://www.qltr.gov.uk/content/estates-reported-qltr-determined-not-be-uh-estate |
| <ul style="list-style-type: none"> Estates in the course of administration by QLTR | http://www.qltr.gov.uk/content/estates-course-administration-qltr |
| <ul style="list-style-type: none"> Estates on which administration has been completed and which remain available for claim | http://www.qltr.gov.uk/content/estates-which-administration-has-been-completed-and-which-remain-available-claim |
| Treasure Trove | http://www.qltr.gov.uk/content/treasure-trove |
| Code of Practice for Treasure Trove in Scotland | http://www.qltr.gov.uk/content/code-practice-treasure-trove-scotland-0 |
| Treasure Trove in Scotland Annual Reports | http://www.qltr.gov.uk/content/treasure-trove-scotland-annual-reports |
| Treasure Trove Scotland | http://www.treasuretrovescotland.co.uk/ |
| Policies | http://www.qltr.gov.uk/content/policies#overlay-context |
| Customer Feedback Policy | http://www.qltr.gov.uk/content/contact-us |

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.

Policies

<http://www.qltr.gov.uk/content/policies#overlay-context>

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 staff of the QLTR Office are seconded from The Crown Office and Procurator Fiscal Service (COPFS) and the Scottish Government (SG). Therefore some of the information published under these classes are links to their websites since the QLTR Office does not publish this information separately. | |
| The information we publish under this class (see note above) | How to access it |
| Accounts | http://qltr.gov.uk/content/accounts#overlay-context= |
| The Finance Manual (COPFS) | http://www.crownoffice.gov.uk/publications/finance |

| | |
|--|---|
| Class 5: How we manage our human, physical and information resources | |
| Class Description: Information about how we manage human, physical and information resources. | |
| The staff of the QLTR Office are seconded from The Crown Office and Procurator Fiscal Service (COPFS) and the Scottish Government (SG). Therefore some of the information published under these classes are links to their websites since the QLTR Office does not publish this information separately. | |
| The information we publish under this class (see above note) | How to access it |
| Human Resources (SG) | http://home.scotland.gov.uk/home |
| Human Resources (COPFS) | http://www.crownoffice.gov.uk/publications/human-resources |
| Equality and Diversity (COPFS) | http://www.crownoffice.gov.uk/publications/equality-and-diversity |
| Greening Government – Policy (COPFS) | http://www.crownoffice.gov.uk/component/content/article/26-footer/foi/291-class-5-how-the-authority-manages-its-human-physical-and-information-resources |

| | |
|--|---|
| 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 staff of the QLTR Office are seconded from The Crown Office and Procurator Fiscal Service (COPFS) and the Scottish Government (SG). Therefore some of the information published under these classes are links to their websites since the QLTR Office does not publish this information separately. | |
| The information we publish under this class (see note above) | How to access it |
| Procurement of goods and services (SG) | http://www.scotland.gov.uk/Topics/Government/Procurement |

| | |
|--|---|
| 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 | How to access it |
| Accounts | http://www.qltr.gov.uk/content/accounts#overlay-context= |

| | |
|--|-------------------------|
| 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. | |
| The information we publish under this class | How to access it |
| We do not publish information under this class as we do not sell information packaged for sale on a commercial basis or sold at market value through a retail outlet e.g. bookshop, museum or research journal | Not applicable |