Scottish Funding Council Publication Scheme Guide to Information

Contents

Introduction

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 routinely make available.
- Tell the public how to access the information and whether there is a charge for this.

About this scheme

The Scottish Funding Council (SFC) has adopted the Scottish Information Commissioner's Model Publication Scheme. This scheme commits SFC to:

- Publishing the information that it holds and which falls within the classes of information below.
- Producing a guide for the public to that information.

Guide to information

This guide:

- Allows the public to see what information is available (and what is not available) in relation to each class.
- States what charges may be applied.
- Explains how to find the information easily.
- Provides contact details for enquiries and to get help with accessing the information.
- Explains how to request information 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, we will remove or redact the information before publication and explain why.

Copyright

Where SFC holds the copyright for its published information, the information may be copied or reproduced without formal permission, provided that:

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

Where SFC does not hold the copyright for 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, 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 side of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet
A4	10p

Colour photocopying

Size of paper	Pence per sheet
A4	20p

Information provided on a data CD will be charged at 50p per disc.

Postage costs will be charged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run. We do not pass on any other costs to you in relation to our published information.

Contact

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

Information Management and Governance Officer
Scottish Funding Council
Apex 2
97 Haymarket Terrace
Edinburgh
EH12 5HD

Tel: 0131 313 6656
Email: info@sfc.ac.uk
For general enquiries, please call 0131 313 6500

Our normal business hours are Monday to Thursday 8.30am-5pm, Friday 8.30am-4.30pm

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.

Guide to Information

The Classes of Information

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.

CLASS 1: ABOUT THE AUTHORITY	
Class description: Information about SFC, who we are, where to find us, how to contact us, how we are managed and our external relations.	
Information we publish under this class	**How to access it**
General information about SFC	
Who we are and what we do	https://www.sfc.ac.uk/about-us/
Contact details and opening hours for SFC	https://www.sfc.ac.uk/about-us/contact-us/
Our staff	https://www.sfc.ac.uk/about-us/members-of-staff/
How to make a complaint	https://www.sfc.ac.uk/about-us/how-we-operate/our-policies/
Access to information	https://www.sfc.ac.uk/about-us/how-we-operate/our-policies/

SFC's legal framework	https://www.sfc.ac.uk/about-us/how-we-operate/governance-sfc/
Founding legislation (non SFC link)	https://www.legislation.gov.uk/asp/2005/6/contents
How SFC is run	
SFC Board	https://www.sfc.ac.uk/about-us/sfc-board/
SFC Board Committees	https://www.sfc.ac.uk/about-us/board-committees/
Scheme of Delegation	https://www.sfc.ac.uk/about-us/how-we-operate/governance-sfc/
Letters of Guidance	https://www.sfc.ac.uk/about-us/letter-guidance/
Standing orders	https://www.sfc.ac.uk/about-us/how-we-operate/governance-sfc/
Scottish Government / Scottish Funding Council Framework Document	https://www.sfc.ac.uk/about-us/how-we-operate/governance-sfc/
SFC's code of conduct	https://www.sfc.ac.uk/about-us/how-we-operate/governance-sfc/
Board membership	https://www.sfc.ac.uk/about-us/sfc-board/
Code of conduct	https://www.sfc.ac.uk/about-us/how-we-operate/governance-sfc/
How we operate	https://www.sfc.ac.uk/about-us/how-we-operate/
Corporate planning	

Strategic Plan	https://www.sfc.ac.uk/about-us/strategic-plan/
Gaelic Language	https://www.sfc.ac.uk/about-us/gaelic-language/
External relations	
Institutional sustainability and governance	https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES	
Class description: Information about our work, strategy and policies for delivering functions and services and information for our service users.	
Information we publish under this class	**How to access it**
Functions	
About us and what we do	https://www.sfc.ac.uk/about-us/
Our public task	Contact us on details above
Strategic Plan	https://www.sfc.ac.uk/about-us/strategic-plan/
Funding	https://www.sfc.ac.uk/our-funding/
Funding for colleges	https://www.sfc.ac.uk/our-funding/college-funding/
Funding for universities	https://www.sfc.ac.uk/our-funding/university-funding/

Funding announcements	https://www.sfc.ac.uk/our-funding/funding-announcements/
News	https://www.sfc.ac.uk/news/
Publications	https://www.sfc.ac.uk/publications/

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED	
Class description: Information about the decisions we take, how we make decisions and how we involve others	
Information we publish under this class	**How to access it**
Board papers	https://www.sfc.ac.uk/about-us/sfc-board/board-papers/
Committee papers	https://www.sfc.ac.uk/about-us/board-committees/committee-papers/
Publications	https://www.sfc.ac.uk/publications/
Outcome Agreements	https://www.sfc.ac.uk/assurance-accountability/outcome-agreements-listing/

CLASS 4: WHAT THE AUTHORITY 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)	
Information we publish under this class	**How to access it**

SFC annual reports	https://www.sfc.ac.uk/about-us/sfc-annual-report/
Monthly expenditure	https://www.sfc.ac.uk/about-us/how-we-operate/monthly-spend/
Senior salaries	https://www.sfc.ac.uk/about-us/how-we-operate/
Expenses policies and procedures	Contact us on details above
Funding announcements	(as above) https://www.sfc.ac.uk/our-funding/funding-announcements/
Board member remuneration	In annual report (see https://www.sfc.ac.uk/about-us/sfc-annual-report/)
Pay and grading structure	Contact us on details above
College Financial Statements	https://www.sfc.ac.uk/assurance-accountability/institutional-sustainability-and-governance/institutional-sustainability/college-financial-statements/
University Financial Statements	https://www.bufdg.ac.uk/the-bufdg-network/financial-statements/

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:
Information about how we manage the human, physical and information resources of the authority.

Information we publish under this class	How to access it
Human resources	
General office policies	Contact us on details above
Staff handbook	Contact us on details above

Staff policies	Contact us on details above
Staffing structure	https://www.sfc.ac.uk/about-us/members-of-staff/
Equality and diversity	https://www.sfc.ac.uk/about-us/how-we-operate/our-policies/
Recruitment policy	Contact us on details above
Trade Union recognition agreement	Contact us on details above
Information resources	
Records Management Plan	https://www.sfc.ac.uk/about-us/how-we-operate/our-policies/
Records Retention Schedule	Contact us on details above
Privacy Policy	https://www.sfc.ac.uk/about-us/privacy-notice/
Physical resources	
Estates and Infrastructure	https://www.sfc.ac.uk/estates-infrastructure/

CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS	
Class description: Information about how we procure goods and services, and our contracts with external providers.	
Information we publish under this class	**How to access it**
Procurement procedures and policies	Contact us on details above
Tendering procedures and policies	Contact us on details above
Register of contracts awarded	Contact us on details above
Link to SFC's procurement information on Public Contracts Scotland website	https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00381
SFC procurement Terms and conditions	Contact us on details above

CLASS 7: HOW OUR AUTHORITY IS PERFORMING
Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services.

Information we publish under this class	How to access it
Annual Report and Accounts	https://www.sfc.ac.uk/about-us/sfc-annual-report/
Sickness and absence statistics	Contact us on details above
Employee, Board and Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012	https://www.sfc.ac.uk/about-us/how-we-operate/our-policies/

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 e.g. bookshop, museum or research journal.

We do not hold or publish information under this class

CLASS 9: OUR OPEN DATA

Class description:
Open data made available by the Scottish Funding Council as described by the Scottish Government's Open Data Resource Pack and available under an open license.

SFC's Open Data Publication Plan	Contact us on details above
Open Data Sets	Contact us on details above

REVIEW
SFC's publication scheme was last reviewed on 7 January 2022.