

## Scottish Funding Council Publication Scheme Guide to Information

### 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. The Commissioner has approved this scheme until May 2019. 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 CD-Rom will be charged at 50p per computer 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 Security Officer  
Scottish Funding Council  
Apex 2  
97 Haymarket Terrace  
Edinburgh  
EH12 5HD

Tel: 0131 313 6691

Email: [info@sfc.ac.uk](mailto: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	
<b>Class description:</b> 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
Who we are and what we do	<a href="http://www.sfc.ac.uk/aboutus/aboutus.aspx">http://www.sfc.ac.uk/aboutus/aboutus.aspx</a>
Letters of Guidance	<a href="http://www.sfc.ac.uk/aboutus/letterofguidance/letterofguidance.aspx">http://www.sfc.ac.uk/aboutus/letterofguidance/letterofguidance.aspx</a>
Council Board	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/council_board.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/council_board.aspx</a>
Standing orders	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx</a>
Council Committees	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/Committees/Committees.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/Committees/Committees.aspx</a>



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Scheme of Delegation	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx</a>
Funding appeals	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_funding.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_funding.aspx</a>
Management statement & Financial memorandum	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx</a>
Council's code of conduct	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/governance_of_the_council/about_us_governance.aspx</a>
Council membership	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/council_membership/council_membership.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/council_membership/council_membership.aspx</a>
Our staff	<a href="http://www.sfc.ac.uk/aboutus/Staff/Staff.aspx">http://www.sfc.ac.uk/aboutus/Staff/Staff.aspx</a>
Founding legislation (non SFC link)	<a href="http://www.legislation.gov.uk/asp/2005/6/contents">http://www.legislation.gov.uk/asp/2005/6/contents</a>
Access to information	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_access.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_access.aspx</a>
Our standards of service	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_standards.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_standards.aspx</a>
How we consult	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_consult.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_consult.aspx</a>

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>	
<b>Class description:</b> Information about our work, strategy and policies for delivering functions and services and information for our service users.	
<b>Information we publish under this class</b>	<b>How to access it</b>
Strategic plan	<a href="http://www.sfc.ac.uk/aboutus/StrategicPlan/StrategicPlan.aspx">http://www.sfc.ac.uk/aboutus/StrategicPlan/StrategicPlan.aspx</a>
Funding	<a href="http://www.sfc.ac.uk/funding/funding.aspx">http://www.sfc.ac.uk/funding/funding.aspx</a>
Funding for colleges	<a href="http://www.sfc.ac.uk/funding/colleges/college_funding_allocations.aspx">http://www.sfc.ac.uk/funding/colleges/college_funding_allocations.aspx</a>
Funding for universities	<a href="http://www.sfc.ac.uk/funding/universities/university_funding_allocations.aspx">http://www.sfc.ac.uk/funding/universities/university_funding_allocations.aspx</a>
Funding decisions	<a href="http://www.sfc.ac.uk/funding/Fundingdecisions/FundingDecisions.aspx">http://www.sfc.ac.uk/funding/Fundingdecisions/FundingDecisions.aspx</a>
Sector Communications	<a href="http://www.sfc.ac.uk/communications/SectorCommunications.aspx">http://www.sfc.ac.uk/communications/SectorCommunications.aspx</a>
News	<a href="http://www.sfc.ac.uk/communications/news/news.aspx">http://www.sfc.ac.uk/communications/news/news.aspx</a>
Guidance	<a href="http://www.sfc.ac.uk/guidance/guidance.aspx">http://www.sfc.ac.uk/guidance/guidance.aspx</a>
Publications & Statistics	<a href="http://www.sfc.ac.uk/PublicationsStatistics/PublicationsStatistics.aspx">http://www.sfc.ac.uk/PublicationsStatistics/PublicationsStatistics.aspx</a>
Complaints against the Council (How to make a complaint)	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/council_complaints.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/council_complaints.aspx</a>



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### 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
Council papers	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/Councilpapers/council_papers_page.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/Councilpapers/council_papers_page.aspx</a>
Committee papers	<a href="http://www.sfc.ac.uk/aboutus/council_board_committees/Committeepapers/committee_papers_page.aspx">http://www.sfc.ac.uk/aboutus/council_board_committees/Committeepapers/committee_papers_page.aspx</a>
Reports & publications	<a href="http://www.sfc.ac.uk/PublicationsStatistics/reportspublications/reportspublications.aspx">http://www.sfc.ac.uk/PublicationsStatistics/reportspublications/reportspublications.aspx</a>
Outcome Agreements	<a href="http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx">http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx</a>

### 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)

<b>Information we publish under this class</b>	<b>How to access it</b>
SFC annual reports	<a href="http://www.sfc.ac.uk/PublicationsStatistics/reportspublications/SFCPublicationSchedule.aspx">http://www.sfc.ac.uk/PublicationsStatistics/reportspublications/SFCPublicationSchedule.aspx</a>
Monthly spend	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/monthlyspend/MonthlySpendReports.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/monthlyspend/MonthlySpendReports.aspx</a>
Senior salaries	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/senior_salaries.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/senior_salaries.aspx</a>
Who we fund	<a href="http://www.sfc.ac.uk/aboutus/council_funded_institutions/WhoWeFund.aspx">http://www.sfc.ac.uk/aboutus/council_funded_institutions/WhoWeFund.aspx</a>
Expenses policies and procedures	Contact us on details above
Board member remuneration	In annual report (see above)
Pay and grading structure	Contact us on details above

**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
General office policies	Contact us on details above
Staff handbook	Contact us on details above
Staff policies	Contact us on details above
Equality and diversity	<a href="http://www.sfc.ac.uk/aboutus/Operate/EqualityDiversity/EqualityDiversityMain.aspx">http://www.sfc.ac.uk/aboutus/Operate/EqualityDiversity/EqualityDiversityMain.aspx</a>
Recruitment policy	Contact us on details above
Records Management Plan	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_access.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_access.aspx</a>
Information management and security policies, including Freedom of Information and Data Protection	<a href="http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_ict.aspx">http://www.sfc.ac.uk/aboutus/our_conduct/about_conduct_ict.aspx</a>
Estates and maintenance information	Contact us on details above

## **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
Current tenders	<a href="http://www.sfc.ac.uk/communications/tenders_submissions/Tenders.aspx">http://www.sfc.ac.uk/communications/tenders_submissions/Tenders.aspx</a>
SFC 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 2015-2016	<a href="http://www.sfc.ac.uk/web/FILES/ReportsandPublications/SFC_Annual_Report_and_Accounts_2015-16.pdf">http://www.sfc.ac.uk/web/FILES/ReportsandPublications/SFC_Annual_Report_and_Accounts_2015-16.pdf</a>
Sickness and absence statistics	Contact us on details above

#### CLASS 8: OUR COMMERCIAL PUBLICATIONS



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**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