

Freedom of Information Publication Scheme 2015



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CLASS 1: About Scottish Canals	
Class description: Information about Scottish Canals, 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
General Information about Scottish Canals	
Authority name, address and contact details for headquarters and principal offices	https://www.scottishcanals.co.uk/contact-us/
Organisational structure, roles and responsibilities of senior officers	https://www.scottishcanals.co.uk/corporate/about-us/
Business opening hours	Monday to Friday 8.30am to 5pm (Friday 4.30pm)
Contact details for customer care and complaints functions	https://www.scottishcanals.co.uk/corporate/policy/customer-service/
Guide to Information and link to the Model Publication Scheme 2015	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Charging schedule for published information	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Contact details and advice about how to request information from the authority	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Charging schedule for environmental information under the Environmental Information (Scotland) Regulations 2004	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Legal framework of Scottish Canals	https://www.scottishcanals.co.uk/corporate/about-us/our-structure-and-governance/

How Scottish Canals is run	
Our Board	https://www.scottishcanals.co.uk/corporate/about-us/meet-the-board/
The management team	https://www.scottishcanals.co.uk/corporate/about-us/meet-the-management-team/
Board Members' Code of Conduct	https://www.scottishcanals.co.uk/corporate/about-us/meet-the-board/board-code-of-conduct/
Governance Arrangements	https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/05/Scottish-Canals-Corporate-and-Operational-Governance-Framework.pdf
Board Members' Register of Interests	https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/08/Register-of-Interests-July-2015.pdf
Financial Memorandum	https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/05/Scottish-Canals-Framework-Document.pdf https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/05/Scottish-Canals-Framework-Document-Addendum-1.pdf
Corporate Planning	
Vision & Values	https://www.scottishcanals.co.uk/corporate/about-us/our-brand/our-vision/
Corporate Plan	https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/06/Scottish-Canals-Corporate-Plan-2014-2017.pdf
Corporate Policies	https://www.scottishcanals.co.uk/corporate/policy/
External Relations	
Stakeholder Engagement	https://www.scottishcanals.co.uk/corporate/customer-hub/customer-forum-stakeholder-meetings-and-minutes/
Internal and External audit arrangements	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Strategic agreements with other bodies	https://www.scottishcanals.co.uk/corporate/partners/
Keeping others informed	
What's on	https://www.scottishcanals.co.uk/events/
News Releases	https://www.scottishcanals.co.uk/media-centre/press/

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 service users.

The information we publish under this class	How to access it
Description of functions, including statutory basis for them, where applicable	https://www.scottishcanals.co.uk/corporate/about-us/our-structure-and-governance/
Strategies and policies for performing statutory functions	https://www.scottishcanals.co.uk/corporate/policy/
How to apply for a licence, warrant, grant etc. where it is a function of the authority to approve	https://www.scottishcanals.co.uk/activities/
How to report a concern	https://www.scottishcanals.co.uk/contact-us/
Statutory registers	https://www.scottishcanals.co.uk/corporate/
Services	
Information about our services to the public	https://www.scottishcanals.co.uk/corporate/policy/customer-service/
Quality and standards	https://www.scottishcanals.co.uk/corporate/policy/customer-service/ https://www.scottishcanals.co.uk/corporate/policy/
Fees and charges	https://www.scottishcanals.co.uk/ https://www.scottishcanals.co.uk/activities/

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

The information we publish under this class	How to access it
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Minutes of Board Meetings	https://www.scottishcanals.co.uk/corporate/customer-hub/board-meetings-and-minutes/
Consultations	https://www.scottishcanals.co.uk/corporate/policy/publications-and-strategy-documents/

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 information we publish under this class	How to access it
Financial statements, including annual accounts and quarterly budget statements	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Financial statements required by statute	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/ https://www.scottishcanals.co.uk/corporate/facts-and-figures/public-service-reform-reporting/
Financial policies and procedures for budget allocation	Contact our Finance Team: enquiries@scottishcanals.co.uk
Purchasing plans and capital funding plans	Contact our Finance Team: enquiries@scottishcanals.co.uk
Financial administration manual/internal financial regulations	Contact our Finance Team: enquiries@scottishcanals.co.uk
Expenses policies and procedures	Contact our Finance Team: enquiries@scottishcanals.co.uk
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation	Contact our Finance Team: enquiries@scottishcanals.co.uk
Board member remuneration other than expenses	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Pay and grading structure	Contact our HR Team: enquiries@scottishcanals.co.uk
Investments, summary information about endowments, investments and pension fund	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/

CLASS 5: How we manage our human, physical and information resources

Class description:

Information about how we manage the human, physical and information resources

The information we publish under this class	How to access it
Human Resources	
Strategy and management of human resources	Contact our HR Team: enquiries@scottishcanals.co.uk
Staffing structure	Contact our HR Team: enquiries@scottishcanals.co.uk
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Contact our HR Team: enquiries@scottishcanals.co.uk
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Contact our HR Team: enquiries@scottishcanals.co.uk
Physical Resources	
Management of our land and property assets, including environmental/sustainability reports	https://www.scottishcanals.co.uk/corporate/customer-hub/our-estate-information-for-third-parties-and-tenants/ Contact our Estates Team: enquiries@scottishcanals.co.uk
Description of our land and property holdings	https://www.scottishcanals.co.uk/corporate/customer-hub/our-estate-information-for-third-parties-and-tenants/ Contact our Estates Team: enquiries@scottishcanals.co.uk
Estate development plans	https://www.scottishcanals.co.uk/projects-opportunities/opportunities/ Contact our Estates Team: enquiries@scottishcanals.co.uk

Maintenance arrangements	https://www.scottishcanals.co.uk/news/category/canal-works/ Contact our Operations Team: enquiries@scottishcanals.co.uk
Information Resources	
Records management policy, including records retention schedule	Contact our Environment and Heritage Team: enquiries@scottishcanals.co.uk
Asset management policies and procedures	Contact our Asset Management Team: enquiries@scottishcanals.co.uk
Information governance	Contact our ICT Team: enquiries@scottishcanals.co.uk
Freedom of Information policy	https://www.scottishcanals.co.uk/corporate/policy/freedom-of-information/
Data Protection policy	https://www.scottishcanals.co.uk/corporate/policy/data-protection/

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 information we publish under this class	How to access it
Procurement policies and procedures	https://www.scottishcanals.co.uk/corporate/policy/procurement-and-tendering/
Invitations to tender	https://www.scottishcanals.co.uk/corporate/policy/procurement-and-tendering/
List of contracts (including name of supplier, period of contract and value)	https://www.scottishcanals.co.uk/corporate/policy/procurement-and-tendering/ Contact Procurement@scottishcanals.co.uk

CLASS 7: How we are performing

Class description:

Information about how Scottish Canals performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Annual Report & Accounts	https://www.scottishcanals.co.uk/corporate/facts-and-figures/annual-reports-and-accounts/
Performance Information	https://www.scottishcanals.co.uk/corporate/customer-hub/board-meetings-and-minutes/

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.

The information we publish under this class	How to access it
Online shop	https://www.scottishcanals.co.uk/shop/
Canal related products	https://www.scottishcanals.co.uk/falkirk-wheel/ The Horsebox; The Fort Augustus Visitor Centre and Waterway offices